

Year End Marking of Subsidiaries



The new option *Year End Marking of Subsidiaries and Creation of FCO File* has been added to the 1SX-Request for Certifications Mini Menu, to allow agencies to either exempt, or to allow their

Encumbrances and Payables to be marked for certification and/or to create a FCO file for certifications. Since this option is new to FLAIR, we encourage all agencies to verify their records are correct.

If no changes are made, the Current Year request will be the same as last year's request.

To access the Request for Certification Mini Menu, input 'CF' or '1S' in the TYPE field and 'X' in the SEL field and press ENTER.

To update records, input 'X' next to *Year End Marking of Subsidiaries and Creation of FCO File*, input 'U' in the SEL field and input the 'year' in the Fiscal Year End field and press ENTER.

```
CFMU                                05/05/2015  10:48:02
1SX - REQUEST FOR CERTIFICATIONS - MINI MENU
REQUEST FOR CERTIFICATIONS - MULTIPLE UPDATE
      DOC-TYPE   DOC-NO   DOC-LINE

REQUEST FOR CERTIFICATIONS - FIXED CAPITAL OUTLAY
SEL PROJECT ID BUDGET ENTITY   FUND   CATEGORY   YEAR IBI

X  YEAR END MARKING OF SUBSIDIARIES  AND CREATION OF FCO FILE
SEL:  u   FISCAL YEAR END: 2015

SEL
A  ADD (REQUESTS FOR CERTIFICATIONS - FCO ONLY)
I  INQUIRE INTO FCO CERTIFICATION REQUESTS
U  UPDATE FCO CERTIFICATION REQUESTS

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

The records will display the default request from the prior year. To make changes, you will need to input the changes on this screen.

```

CFUM                                05/05/2015  10:51:55
YEAR END MARKING OF SUBSIDIARIES AND CREATION OF FCO FILE - UPDATE

CURRENT AGENCY REQUEST FOR FISCAL YEAR ENDING JUNE 2015:
Y  MARK ENCUMBRANCE FILE (6S) FOR CERTIFICATIONS FORWARD
Y  MARK PAYABLE FILE (8S) FOR CERTIFICATIONS FORWARD
Y  CREATE FIXED CAPITAL OUTLAY CERTIFICATIONS FORWARD FILE FROM
   THE PROJECT INFORMATION FILE

LAST UPDATED: 05/05/2015  BY: 005465

SEL      FISCAL YEAR END

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

```

Input 'Y' to automatically mark all records or 'N' to exempt all records from automatic marking. Press ENTER.

The Fixed Capital Outlay Certifications Forward File will only be created if requested.

To inquire, input 'X' next to *Year End Marking of Subsidiaries and Creation of FCO File*, input 'I' in the SEL field and input the 'year' in the Fiscal Year End field and press ENTER.

```

CFIM                                05/05/2015  10:45:01
YEAR END MARKING OF SUBSIDIARIES AND CREATION OF FCO-FILE - INQUIRY

FISCAL YEAR   STATUS   MARK ENCUMBRANCES   MARK PAYABLES   BUILD FCO   UPDATED DATE   USERID
2015          A       Y                   Y               Y           10/31/2014   999999
2015          D       N                   N               N           10/31/2014   999999

SEL _  FISCAL YEAR END

                                           TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MINI  MAIN  RFRSH  TOP           FWD                                FWD

```

For additional information regarding the Year End Marking of Subsidiaries and Creation of FCO file, see section 706.41 of the FLAIR Year End Processing Procedures Manual <http://www.myfloridacfo.com/Division/AA/Manuals/700YearEnd.pdf>