The State of Florida

Purchasing Card

Agency Approval and Distribution Manual

State of Florida                  Department of Financial Services

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I. General Information

Purchasing Cards are issued to individual employees of the State of Florida and are used to purchase commodities for use in official business of the state, or to pay for travel expenses incurred while conducting state business.

Bank of America has a contract with the State of Florida to issue purchasing cards to state employees.

How Does the Purchasing Card Work?

1. An item is charged to the purchasing card just like a “regular” credit card purchase.
2. Bank of America pays the vendor directly (usually within 72 hours) for the purchase.
3. Bank of America transfers the charge to the agency’s FLAIR files for approval.
4. The agency approves the charge in FLAIR.
5. An Electronic Funds Transfer (EFT) is sent to Bank of America reimbursing the bank for the charge.

Getting Approval to Use the Purchasing Card

An agency must submit a plan to the Purchasing Card statewide coordinator at the Department of Financial Services.

Once the plan is approved, the agency’s access control must be updated by the FLAIR help desk to include the Purchasing Card function (CD).

Card holders, approval groups, approval levels, individual approvers and procedures are established in the agency by the Purchasing Card agency administrator.

Once everything is in place, the agency may begin to use the Purchasing Card for purchases needed in the agency.
II. Signing-on to the Purchasing Card Function

Access Control

To view or to approve Purchasing Card charges in the agency, individuals must be given access to FLAIR (Florida Accounting Information Resource). Access is obtained for the approver through the agency’s access control custodian. If an approver does not currently have access to FLAIR, the access control custodian in the agency must provide the approver access to FLAIR and provide the approver the authority to access the Purchasing Card (CD) function. If an approver already has FLAIR access, the approver’s access control file will need to be updated to include the (CD) function.

Once access to FLAIR is established and the CD function added, the individual will “log-on” to one of the production data bases: DACA, or HACA (procedures as to which data base to use and how to “get to” that database will be unique to each agency) and the FLAIR Access Control Sign-on screen as shown below will display.

The agency’s access control custodian will establish the organization level of the user and the user name on the access control file, the user will assign his or her own password. (Note: the first time a user signs-on to FLAIR, the password is set to: “SAMAS” and the user will then assign his own password to be used in future sign-ons.)

On this screen, the user will then enter the Organization and User Name set up for him by the access control custodian, and the password he chooses.

The next screen displayed is the main accounting menu.
The FLAIR main accounting menu is titled: MENU. Depending upon the type of access given to an approver, the menu may look like {#1} displaying only two functions, or it may look like the MENU {#2} with many functions available.

In either case, to access the Purchasing Card function, the user types CD in the type field and presses enter.

Example #1

```
MNMU  07/24/2008 10:37:14
MENU
SEC FC DESCRIPTION   SEC FC DESCRIPTION   SEC FC DESCRIPTION
I AB AVAILABLE BAL.   U CD PURCHASING CARD

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

Example #2

```
MNMU  07/24/2008 10:39:11
MENU
SEC FC DESCRIPTION   SEC FC DESCRIPTION   SEC FC DESCRIPTION
I AB AVAILABLE BAL.   U AD ACCOUNT DESC   I AM ALLOCATION MATRIX
U AD ACCTS-PAYABLE   U AR ACCTS RECEIVABLE U BC BUDGET CONTROL
U CD PURCHASING CARD U CF REQ FOR CERT    U CI CONTRACT INFO
U CP CASH RCPTS UTIL U CR CASH RECEIPTS   U DB DISBURSEMENTS
U DM DIR/MANAGER FILE U EN ENCB & ENCB CHG U ES ENCB - SPURS
U EX EXPANSION       U FA FA - ACCOUNTING  U FC FA - CUSTODIAL
U GA GEN ACCOUNTING  U GI GRANT INFO     U IT INVOICE TRACKING
U PE PERIOD END      U PJ PROJECT INFO   U RP IMMEDIATE REPORTS
U RP RECURRING REPORTS U SC STATE CFO FILES U TC TITLE - CONTRACTS
U TG TITLE - GRANTS  U TI TITLE - GENERAL U TJ TITLE - PROJECTS
U TP TITLE - PROPERTY U VC VENDOR-CLIENT  U VE VENDOR-EMPLOYEE
U VP VOUCHER PRINT   U VR VENDOR-REGULAR  U VS VENDOR-STATEWIDE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT             DAC
```
The Purchasing Card Mini Menu

Once an approver accesses FLAIR and selects the CD function, the Purchasing Card Mini Menu will display.

This menu is accessed by administrators and approvers in order to perform all of the functions available within Purchasing Card.

To approve a charge (or disapprove a charge) at any level, the user chooses the CQ function by typing CQ in the Code____ field and pressing enter.

Note: A user may or may not have access to the other functions listed on the Purchasing Card Mini Menu. All items will be listed even if access is not allowed to that function. An error message of “SECURITY VIOLATION – UNAUTHORIZED TO ACCESS” will display if a user attempts to access a function not allowed by his or her access control.

Code Descriptions of the “P-Card” Mini Menu

CQ: Used by approvers to access the Charge Queue Mini Menu. The only means by which charges can be approved or disapproved.

PE: Used by administrators to establish cardholders and approvers with certain information.

CM: Used by administrators to add to or to browse the list of cardholders.
(Code descriptions of the “P-Card” Mini Menu, cont.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CQ</td>
<td>Charge Queues Menu</td>
</tr>
<tr>
<td>PE</td>
<td>Person</td>
</tr>
<tr>
<td>CM</td>
<td>Card Menu</td>
</tr>
<tr>
<td>AP</td>
<td>Approver</td>
</tr>
<tr>
<td>AU</td>
<td>Administration Unit</td>
</tr>
<tr>
<td>TM</td>
<td>Table Maintenance Menu</td>
</tr>
<tr>
<td>DI</td>
<td>Daily Input</td>
</tr>
<tr>
<td>RM</td>
<td>Report Menu</td>
</tr>
</tbody>
</table>

*Invoice #: _______

**Code:** CQ

**Type:**

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

HELP QUIT RETRN MAIN FLIP

**AP:** Used by administrators to add to or to browse the list of approvers.

**AU:** Used by administrators to indicate the default settings for access control purposes.

**TM:** Used by administrators to set up types of charges allowed, groups to be used, types and levels of approval.

**DI:** Used by fiscal office approvers to browse or to update Purchasing Card items that have been sent to the daily input file. (An invoice number is required when using this function.)

**RM:** Accessed in order to retrieve reports pertaining to the Purchasing Card function.

To access any Purchasing Card function, the approver types the desired function code in the Code: ___ field and presses enter.

**To approve charges, the approver types CQ in the Code____ field and presses enter to access the Charge Queue Mini Menu.**
Purchasing Card Charge Queue Mini Menu

This is the mini menu accessed by cardholder approvers and other level approvers to facilitate the approval or disapproval of charges initiated by the use of a Purchasing Card.

This menu is accessed by typing **CQ** in the **Code** field from the Purchasing Card Mini Menu.

An example of the Charge Queue Mini Menu is shown below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Approver Charge Queue</td>
</tr>
<tr>
<td>CC</td>
<td>Cardholder Charge Queue</td>
</tr>
<tr>
<td>SC</td>
<td>System Approver Charge Queue</td>
</tr>
<tr>
<td>TC</td>
<td>Travel Charge Queue</td>
</tr>
</tbody>
</table>

**Code Descriptions of the “P-Card” Charge Queue Mini Menu**

**AC**: Used by approvers *other than the cardholder* to approve charges at various levels.

**CC**: Used by the cardholder to access the list of charges awaiting approval.

**SC**: Used by the agency P-Card administrator or the Statewide Coordinator to view or approve charges.

**TC**: Used by select approvers to browse travel related charges by SSN that have been paid through the Purchasing Card function. This will help avoid duplicate payments. The SSN number must be entered where shown.

**Items of note on the “P-Card” Charge Queue Mini Menu**

**Group**: Required input for approvers *other than the cardholder* indicating which group’s charges the user wants to approve.

**PF1**: Help key. When an asterisk is shown in a particular field on *any screen*, a help screen maybe accessed by pressing the PF1 key.

**PF3**: Return key. Used to exit the screen currently displayed and return to the previously displayed screen.
III. How are charges Approved in FLAIR?

Levels of Approval

The purchasing card function is set up to include up to eight levels of approval. As many as eight, or as few as two approvers could view a charge and either approve or disapprove the charge. An Agency is required to have at least one mid-level approver (level 2 – 7). Level 8 is system hardcoded.

An item enters the Purchasing Card function (through a tape/batch input) at the first level of approval set up by the agency’s plan. If the plan is designed for items to go to level 001, and after approval move to a mid-level of approval and so on, that is how the charge will enter the charge queue. The agency decides how to set up the approval levels to best meet the needs of that agency. The system is flexible enough to allow for many different ways of setting up approval levels.

The fiscal office level, level 008, is the last level of approval required before the charge goes to the FLAIR daily input file and eventually to FLAIR overnight processing. From overnight processing, the charges will appear on a Voucher Schedule, the following morning and once the Voucher is posted, payment is made via EFT (Electronic Funds Transfer) to Bank of America.

What is the Cardholder’s role in the approval process?

This manual is designed with the assumption that charges will go to the Cardholder as the first approver (level 001). However, it is possible and sometimes desirable to have a person other than the cardholder approve charges for the cardholder, depending upon the agency’s specific plan. It is not necessary for a cardholder to approve his or her own charges. In order for an employee to approve charges for a cardholder, other than himself, the employee’s access control must provide the employee access to the cardholder purchasing card records. This is achieved by the agency’s access control custodian and the Purchasing Card agency administrator.

IV. Cardholders as Approvers – The First Level of Approval (001)

After accessing the CD function, approving a charge as a cardholder will be done by selecting the CQ function from the “P-Card Mini Menu.” Type CQ in the Code field and press enter. The Purchasing Card Charge Queue Mini Menu will display.
The cardholder will access the Cardholder Charge Queue by typing CC in the Code field and pressing enter. The Cardholder Charge - Browse Select screen will display.

The Cardholder Charge/Browse Select screen lists the charges incurred by the cardholder that are awaiting approval. The cardholder will choose which charge to approve by placing an “M” (for Modify) in the Act field next to the desired charge and pressing enter.
Descriptions of the: Cardholder Charge – Browse Select
(See next pages for screen.)

Headings:

**Act**: Action field. Valid entries are “D” for Display or “M” for Modify.

**Merchant Name**: Name of the vendor from the company’s records.

**St Rte**: Status Route Code. Values shown will be 001-008. Level of approval at which this charge resides.

**Card Seq**: Card Sequence. Would be greater than 01 only if the cardholder had been issued more than one card.

**Charge Date**: The date that the charge was made with the merchant. (The date the card was “swiped.”)

**Add Date**: The date the charge was added to the Purchasing Card system. Automatically generated.

**Dis/Aprv**: The disapproval code is displayed.

**Amount**: Amount of this charge.

Bottom of the Screen:

**Card Seq**: Used to search by sequence number a list of charges. By typing 02 (for example) and pressing enter, items with the card sequence of 02 will display at the top of the browse.

**Charge Date**: Used to search by charge date through the list of charges. After entering a particular date in the field and pressing enter, the first charge for that date will display at the top of the browse and subsequent charges will follow.

**Display**: Tells the user that “D” for Display may be used in the action (Act) field, to view only an expanded version of that charge.

**Modify**: Tells the user that “M” for Modify may be placed in the action (Act) field, which allows the user to approve, disapprove or change distribution items on that charge. To approve a charge the user must choose “M” to modify a charge.

Once a charge is selected, the Charge/Distribution Maintenance (panel) screen #1 will display. An example of this screen is shown on the next page.
A charge is approved from this screen by completing the following steps.

**Distribution Panel #1**

Enter changes  
DCDQMCQ  
Jul 24,08  

***** Charge/Distribution Maintenance *****  
DCDMMMCQ1  
4 more >

*Action (D,M)  M _ Approve(Y/N) _ Amount 485.00  
Name KLEIN, IDA  

**Step 1**

Date CHG 07992003 CBO 01  
DT REC 07242008  

**Step 3**

*Vendor ID ______________ Invoice 8500002  
SubVendor E299447993  
Merchant U.S. AIRLINES  
ZIP 32151-0000  

*Disapproval CD ___  Reason ______________________________

**Step 4**

LN ACT SC SDN-LN Amount Org(L1-L5) *EO VR *Object Description

1_ _ _ _ _ 485.00________ 8510202213 00 00 000000 ______________

**Step 5**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

The 5-step Approval Process – First Approver

1. **Type “Y”** (yes) in the space provided to the right of **Approve** on the Charge/Distribution Maintenance screen (see above).

2. **Verify** the Date Received as the correct date. (See the **Dt Rec** field.) If the merchandise was received after the date indicated, the date should be changed to reflect the actual date the merchandise was received.

3. The **Vendor Id** is required to be entered with the vendor number appropriate to the Merchant name. If the number is known, it may be typed in. If the number is not known, the number may be selected from the list of vendors on the vendor file. The list may be retrieved by placing the cursor in the Vendor Id field and pressing PF1 (HELP). The Vendor Browse Select Help screen will display. **An example is shown on the next page.** The vendor number is “selected” by placing an “S” in the ACT field (from the help screen) and pressing enter. After pressing enter, the vendor number selected will “populate” the Vendor Id field and the help screen will automatically close. See the vendor help screen on the next page.
4. The **Object** (code) field must be entered. The object code refers to the type of charge (travel, office supplies, postage, etc.). If the object code is known, it may be typed in. If not known, it may be selected from the list provided by using the PF1 (HELP) key while the cursor is in the Object field.

**Distribution Panel #1**

4. The **Object** (code) field must be entered. The object code refers to the type of charge (travel, office supplies, postage, etc.). If the object code is known, it may be typed in. If not known, it may be selected from the list provided by using the PF1 (HELP) key while the cursor is in the Object field.

5. **Description:** This 16 Character, Alpha-Numeric field may be used to record a short description of the charge. (Off Supplies, Paper, Miami Trip, etc.). This is not a required step, but highly recommended.
After completing the above five steps, the cardholder will press ENTER, and if all edits pass with the information contained on the charge, the charge will be approved.

The approver will receive a message at the top of the screen: “CHARGE record modified successfully” when the charge is approved. An example of an approved charge is shown below.

**Approved Charge Screen**

<table>
<thead>
<tr>
<th>Charge record modified successfully</th>
<th>DCDMMCQ</th>
<th>Charge/Distribution Maintenance *****</th>
<th>DCDMMCQ1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 24, 08</td>
<td>4 more &gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Action (D,M) Approve(Y/N) Y Amount 485.00</td>
<td>Date CHG 07192008 CRD 01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name KLEIN, IDA</td>
<td>DT REC 07242008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Vendor ID VF456456456001 Invoice 8500002 SubVendor E299447993</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merchant U.S. AIRLINES</td>
<td>ZIP 32151-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Disapproval CD Reason PFI __ *SDN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LN ACT SC SDN-LN Amount Org(L1-L5) *EO VR *Object Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1_ _ ___ 485.00 85100202213 00 02 261000 Miami trip</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCS

**Notes Regarding the 5 Step Approval Process:**

It is possible to get the message, “CHARGE record modified successfully” without approving the charge. For instance, if any item on the charge record is changed, and enter is pressed, the same message appears. If the user intends to approve a charge, it is important that the “Y” is entered in the Approve field or the charge will not be approved.

If the vendor number cannot be located by using the PF1 (HELP) screen, it is possible the vendor is not added to the vendor file. The vendor must be added to the vendor file before it may to be used in a Purchasing Card transaction. If a vendor needs to be added, the user contacts the person in the agency responsible for maintaining the vendor file to add the vendor. After the vendor is added the vendor can be used to complete the transaction.

There are 5 total panels of information contained on the charge record. The panel shown above is the first panel. The other panels may be viewed by
Pressing PF10 (left) and PF11 (right) but, it is not necessary to page to the other panels in order to approve a charge. The five panels will be discussed in detail in the section dealing with updating and changing the charge record and distribution of the charge record. See Section VII.

Once a charge is approved by the Cardholder, it will progress electronically to the next level of approval set up in the agency.

Exiting the Charge/Distribution Maintenance Screen

To Exit from the Charge/Distribution Maintenance screen, the approver presses PF3. This will bring the approver back to his charge queue in order to continue to approve charges. Any charge approved is removed from the cardholder’s charge queue.

The Cardholder: Disapproval of Charges

A cardholder will disapprove a charge by “Modifying” the charge with an “N” in the Approve field (rather than a “Y”) on the Charge/Distribution Maintenance screen #1. Step-by-step instructions follow.

1. The user accesses FLAIR through the Access Control Sign-on screen. (See section earlier in this manual.)
2. From the Main Accounting Menu the user selects the Purchasing Card function by typing CD in the TYPE field and pressing enter.
3. From the Purchasing Card Mini Menu the cardholder will then select the Charge Queues Menu by typing CQ in the Code field and pressing enter.
4. The Cardholder Charge Queue is selected by typing CC in the Code field and pressing enter.
5. Once the Cardholder Charge Browse Select screen is displayed, the cardholder will choose the charge to disapprove by placing an “M” in the ACT field to the left of the charge needing disapproval. The first panel of the Charge/Distribution Maintenance screen will display.
6. On this screen, place an “N” (for NO) in the field next to Approve.

7. When disapproving a charge, it is necessary to indicate a reason for the disapproval by inserting a reason code in the field next to Disapproval Cd____. The code may be typed in or retrieved by using the PF1 (HELP) key. An example of the Help screen is shown next.

Disapproval Code Help Screen

The code is selected by placing an “S” in the ACT field and pressing enter. Once enter is pressed, the code will “populate” the correct field and the reason will display to the right of that in the Reason field like the titles read above (for all codes except code 081, for code 081, the user must type in a reason). The following are two examples of reason codes used in a disapproval. (A complete listing of
the Disapproval Codes and their meanings may also be found in the appendix of this manual.

Disapproval Reason Code Example #1

Disapproval Reason Code Example #2

8. After placing an "N" in the Approve field and indicating a reason for disapproval, the user will press enter. The message displayed for a disapproval is the same message that is displayed when a charge is approved, “CHARGE record modified successfully.”
Notes Regarding the Disapproval of Charges by the Cardholder

The Vendor Id and Object (code) do not have to be filled in when disapproving a charge.

Remember that once an item is charged to a Purchasing Card, the vendor will be paid by Bank of America within a few days (in most cases). Therefore, disapproving a charge does not stop the vendor from being paid by Bank of America.

Each agency—in conjunction with the Purchasing Card Statewide Coordinator—will have to develop its own procedures for dealing with disapproved charges.

When a charge is disapproved by the Cardholder as in the example on the previous page, the charge will remain in a disapproved status in the Cardholder's Charge Queue until it is later approved or a credit is received to offset the charge.

Approving/Processing Credits as a Cardholder

Credit memos from vendors (issued for returned merchandise or for any reason) are processed in the same way that regular payments are processed.

Credit memos are displayed on the “Cardholder Charge – Browse Select” screen listed with the regular charges. The screen shown next is an example of how credits may be listed on the Browse Select screen.
The cardholder will “Modify” (approve) a credit memo by selecting the item with an “M” in the Act field and pressing enter. The credit memo must be approved using the same 5 steps described earlier in the approval process (see section earlier in this manual).

The credit memo must be approved for it to progress through the system.

V. The Mid-level Approver – Levels 002-007

Defining the Mid-level Approver

A mid-level approver is an approver that is not the cardholder (level 001) and is not the fiscal level approver (level 008). Approval levels of 002-007 are mid level approvers. One Mid-level is required. [001 – 008 refers to the status route code (St Rte)]. As charges progress through the approval process the status route code indicates at which level the charge presently resides.

A mid-level approver may have authority to view and approve charges at a lower level, if the agency’s plan is designed for some approvers to have lower level authority. Or, he may only be able to see and approve charges at his level of authority only. (He may only be able to see level 004 charges, for example.)
The Mid-level Approver – Signing-on to FLAIR

The mid-level approver will access FLAIR using the same steps previously described in this manual.

After selecting the Purchasing Card function (CD) from the main accounting menu, the Purchasing Card Mini Menu will display.

From the Purchasing Card Mini Menu, to approve charges, the mid-level approver will access the Charges Queue Mini Menu by typing CQ in the Code ___ field and pressing enter. The Purchasing Card Charge Queue Mini Menu will display.
The mid-level approver will choose the **Approver Charge Queue** by typing **AC** in the **Code** field. A **group code is required input** when accessing the Approver Charge Queue. If the group code is known, it may be typed in, if it is not known, it may be selected from the list retrieved from the help screen. The help screen for Group is accessed by placing the cursor in the field next to Group and pressing the **PF1 key**.

---

**Approver File – Group Code Help**

```
DCDHSGRP  ***** Approver File - Group Code Help *****  4:18 PM
Jul 24,08

<table>
<thead>
<tr>
<th>ACT</th>
<th>Group Code</th>
<th>Title</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>INFOSYS</td>
<td>DIVISION OF INFORMATION SYSTEMS</td>
<td>17</td>
</tr>
</tbody>
</table>

**GROUP CODE:** _______
Select  (PF5=flip)
```

---

Enter—PF1—PF2—PF3—PF4—PF5—PF6—PF7—PF8—PF9—PF10—PF11—PF12—
HELP QUIT RETRN MAIN FLIP

---

The group code may be **selected by placing an “S”** to the left of the desired group and pressing enter.
The Group Code Help screen displays the code name for the group, the description of the group and the number of charges awaiting approval for the group.

After the group is selected, the **Group_____** field will be populated with the group code.
Once the group is selected and AC is typed in the Code field, the user presses enter to retrieve the Approver Charge Browse Select screen.

**Approver Charge Browse Select**

<table>
<thead>
<tr>
<th>ACT</th>
<th>Cardholder</th>
<th>Merchant</th>
<th>CHG</th>
<th>Add</th>
<th>Date</th>
<th>Date</th>
<th>Amount</th>
<th>RTE</th>
<th>APRV</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>U.S. AIRLINES</td>
<td>0719</td>
<td>0724</td>
<td>220.00</td>
<td>001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>MARRIOTT</td>
<td>0719</td>
<td>0724</td>
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<tr>
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<tr>
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<td></td>
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<td>001</td>
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<td></td>
</tr>
<tr>
<td>___</td>
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<tr>
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<tr>
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<td>0724</td>
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<tr>
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<td>71.44</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Group Code INFOSYS__ Approval Code ___ Charge Date _______

Display Modify (PF5=flip)

Descriptions of The Approver Charge Browse Select screen.
The Approver Charge Browse Select screen lists the charges awaiting approval within the group entered on the Charge Queue Mini Menu. In the case of the examples show here, this particular approver is a level 004 approver with lower level authority. The example indicates that the access control for this user is set up to approve charges at level 004 and below. Some of the charges have been approved by the Cardholder (at level 001) and have moved to level 004, some of the charges (those with a status route code of 001) have never been approved at any level. (Approvers do not have to be set up as shown in the example, but may be set up with or without
lower level authority.) An approver may approve any charges that appear in his charge queue.

Also shown on this screen are the date of the charge (when card was “swiped” by the merchant) and the add date, that is the date the charge was added to the system. The last column shows a disapproval code if one exists for the charge. The name of the cardholder is also displayed. If the approver is set up to approve charges for more than one cardholder, these cardholder names are also displayed.

The Mid-level Approval of Charges

Approving Charges Previously Approved at a Lower Level

The charges previously approved are items with the Status Route Code (St Rte) of 004. They must be approved again at this level to progress up to the next level of approval. The approver will choose the item to approve by typing an “M” to the left of the desired item and pressing enter.

<table>
<thead>
<tr>
<th>ACT</th>
<th>Cardholder</th>
<th>Merchant</th>
<th>CHG Date</th>
<th>Add Date</th>
<th>Amount</th>
<th>RTE</th>
<th>APRV</th>
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</thead>
<tbody>
<tr>
<td>_</td>
<td>KLEIN, I.</td>
<td>BARNES AND NOBLE</td>
<td>0719 0724</td>
<td>0719 0724</td>
<td>21.21</td>
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<td></td>
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<tr>
<td>_</td>
<td>KLEIN, I.</td>
<td>AVIS RENTAL CAR</td>
<td>0719 0724</td>
<td>0719 0724</td>
<td>121.34</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>KLEIN, I.</td>
<td>AVIS RENTAL CAR</td>
<td>0719 0724</td>
<td>0719 0724</td>
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<td>001</td>
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<tr>
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<td>KLEIN, I.</td>
<td>A &amp; B OFFICE MACHINES, INC</td>
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<td>0719 0724</td>
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<td>0719 0724</td>
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<tr>
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<td>KLEIN, I.</td>
<td>AAA FLEET SERVICE</td>
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<tr>
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<td>0719 0724</td>
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<tr>
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<td>KLEIN, I.</td>
<td>DATA CONTROL SUPPLIES INC</td>
<td>0719 0724</td>
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<td>523.98</td>
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<tr>
<td>_</td>
<td>KLEIN, I.</td>
<td>COMPUTERLAND</td>
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<td>0719 0724</td>
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<tr>
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<td>0719 0724</td>
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<td>0719 0724</td>
<td>0719 0724</td>
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<td></td>
</tr>
<tr>
<td>_</td>
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<td>U.S. AIRLINES</td>
<td>0719 0724</td>
<td>0719 0724</td>
<td>220.00</td>
<td>004</td>
<td></td>
</tr>
</tbody>
</table>

*Group Code INFOSYS__ Approval Code ___ Charge Date ________

Display Modify (PF5=flip)

After selecting a record to approve with an “M” on the Approver Charge Browse Select Screen, the following screen will display.
Charge/Distribution Maintenance Screen

<table>
<thead>
<tr>
<th>LN ACT</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
<th>*Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>485.00</td>
<td>85100202213</td>
<td>00</td>
<td>261000</td>
<td>MIAMI TRIP</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

The previous approver provided the Vendor ID, the Object and description. Note: the received date (Dt Rec) should be checked to ensure that the correct date is shown. If the mid-level approver determines that the charge should be approved, the only step necessary is to place a Y in the Approve field and press enter. The message, "CHARGE record modified successfully" will display.

Approved Charge Screen – Mid-level Approver

Charge record modified successfully

<table>
<thead>
<tr>
<th>LN ACT</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
<th>*Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>485.00</td>
<td>85100202213</td>
<td>00</td>
<td>261000</td>
<td>MIAMI TRIP</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

The charge will now progress to the next higher level of approval set up in the agency. To exit, type PF3.
Approving Charges that \textit{Were Not} Previously Approved

A mid-level approver may approve charges not previously approved, if the agency plan was designed to allow the charges to appear in his charge queue. \textit{In order to approve charges not previously approved, the mid-level approver will need to complete the five steps that are described earlier in this manual.} Specifically the Vendor ID and Object must be entered, and the received date (Dt Rec) verified to begin the approval process.

Notes Regarding the Mid-level Approval of Charges:

There are five panels total of information related to this charge. The panels contain accounting and purchasing information. The mid-level approver may or may not have the authority to change or add to the information contained in those panels, but he or she will have the ability to view the information by pressing PF10 and PF11 to move right and left. The authority to change or not change information is established on the approver record. The five panels of the distribution record will be described in detail in the section dealing with changing information on the charge record and distributing charges, see Section VII.

Disapproval of Charges as a Mid-level Approver

To disapprove a charge, the user must select the charge (just as it was selected for approval) from the Approver Charge – Browse Select screen. Once the charge is selected, the \textbf{Charge/Distribution Maintenance} screen will display.
To disapprove this charge:

1. Type “N” (for NO) in the Approve field.
2. Indicate a reason for disapproval by inserting a disapproval code in the Disapproval Cd_____ field. The code may be typed in if known, or it may be selected from a help screen by pressing PF1 while the cursor is in the Disapproval field. See earlier section for details of how to use the Disapproval Code help screen. A complete list of disapproval codes is also contained in the index.
3. Press enter (after steps 1 and 2)

The message, “CHARGE record modified successfully” will display.

Notes Regarding Disapproval of Charges:

If a charge was previously approved by a lower level approver and then disapproved by a mid-level approver, the charge will automatically be sent back to the lower level approver for further action. It may be approved again or disapproved.

Remember that the vendor will be paid by Bank of America usually within a few days of the charge and that the State of Florida has a contract to reimburse Bank of America for purchasing card items. Disapproving a charge will not prevent the vendor from being paid by Bank of America. Each agency will determine procedures as to when it is appropriate to disapprove a charge.
Approving/Processing Credits as a Mid-level Approver

Credit memos are approved in the same way charges are approved by the mid-level approver.

If the credit memo was previously approved at a lower level, the mid-level approver selects the credit memo from the Approver Charge – Browse Select screen (Example #1 below). He indicates his approval of the credit memo by placing a “Y” in the Approve field on the Charge/Distribution Maintenance screen and presses enter (Example #2 below).

Example #1

```
DCDQSAC          ***** Approver Charge - Browse Select *****          DCDMMSAC1
Jul 25,08                                                             2:53 PM

<table>
<thead>
<tr>
<th>ACT</th>
<th>Cardholder</th>
<th>Merchant</th>
<th>CHG</th>
<th>Add</th>
<th>Date</th>
<th>Date</th>
<th>Amount</th>
<th>RTE</th>
<th>APRV</th>
</tr>
</thead>
<tbody>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>BARNES AND NOBLE</td>
<td>0719</td>
<td>0724</td>
<td>21.21</td>
<td>001</td>
<td>__</td>
<td></td>
<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>AVIS RENTAL CAR</td>
<td>0719</td>
<td>0724</td>
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<td>__</td>
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<td>__</td>
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<td>134.17</td>
<td>001</td>
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<td></td>
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<tr>
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<td>KLEIN, I.</td>
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<tr>
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<td>COMPUTERLAND</td>
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<tr>
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<td>001</td>
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<tr>
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<td>KLEIN, I.</td>
<td>M &amp; G HEATING AND AIR</td>
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<td>001</td>
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<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>U.S. AIRLINES</td>
<td>0719</td>
<td>0724</td>
<td>220.00</td>
<td>004</td>
<td>__</td>
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<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>MARRIOTT</td>
<td>0719</td>
<td>0724</td>
<td>389.16</td>
<td>004</td>
<td>__</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Group Code INFOSYS  Approval Code ___ Charge Date ________
Display Modify (PF5=flip)
```

Example #2

```
Enter changes
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 25,08                                                             4 more >

*Action (D,M) M_ Approve(Y/N) Y Amount -148.77 Date CHG 07192008 CRD 01
Name KLEIN, IDA                                           DT REC 07242008
*Vendor ID VF262270904001 Invoice 8500038 SubVendor
Merchant M & G HEATING AND AIR                        ZIP 33577-0000
*Disapproval CD ___ Reason __________ PPI __*_SDN _____

<table>
<thead>
<tr>
<th>LN</th>
<th>ACT</th>
<th>SC</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5) *EO</th>
<th>VR</th>
<th>*Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>-148.77</td>
<td>85100202213</td>
<td>00</td>
<td>363000</td>
<td>returned parts__</td>
</tr>
</tbody>
</table>

Enter--PF1--PF2--PF4--PF5--PF7--PF8--PF9--PF10--PF11--PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS
```

The message, “CHARGE record modified successfully” will display when a credit memo is approved.
Example #3

```
CHARGE record modified successfully
DCDQMQO       ***** Charge/Distribution Maintenance *****       DCDMMQO1
Jul 25,08
*Action (D,M) __ Approve(Y/N) Y Amount -148.77     Date CHG 07192008 CRD 01
Name KLEIN, IDA                                            DT REC 07242008
*Vendor ID VF262270904001 Invoice 8500038      SubVendor ______________
Merchant M & G HEATING AND AIR                  ZIP 33577-0000
*Disapproval CD ___  Reason ______________________________ PPI _  *SDN _______
LN ACT SC SDN-LN Amount Org(L1-L5) *EO VR *Object Description
1_   _   ___  ____  -148.77_______ 85100202213  00  02  363000  RETURNED PARTS__

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP  QUIT  RETRN MAIN  FLIP  PREF  BKWRD FRWRD X-ALL LEFT  RIGHT PRCSS
```

The approved credit memo will also progress to the next level of approval as designated in the agency’s plan.

If a credit was not approved by a lower level approver, the mid-level approver enters the Vendor ID, Object, Description and verify the received date as well as place an “Y” in the Approve field.

To exit the Charge/Distribution Maintenance screen the approver presses PF3. This will return the approver to the Browse Select screen.

VI. The Fiscal Level Approver – Level 008

The fiscal level of approval is the only level of approval that is required by the purchasing card system. Items approved at level 008 are approved in the same way that items are approved at lower levels. However, the fiscal level is the only level that has capability to allow Available Balance checking. Also, once an item is approved by the Fiscal Level approver the item will be sent to the FLAIR Daily Input file. After the approved item is sent to the Daily Input file, and posted by the Chief Financial Officer, an Electronic Funds Transfer will be initiated to Bank of America.

The Fiscal Level approver may or may not have lower level authority--that is, the ability to approve charges residing in the Purchasing Card system at a level lower than 008. The agency plan and the approver record will determine whether or not the fiscal approver has lower level approval authority.
Signing-on as a Level 008 Approver:

A. Sign-on to the Purchasing Card function through FLAIR access control. Choose the Purchasing Card function (CD) from the main accounting menu.

B. Access the Charge Queues Menu by placing CQ in the Code field.

C. Choose the Approver Charge Queue by placing AC in the code field (it is the same procedure that is used by the mid-level approver).

D. Indicate a group in the designated field for which charges are to be approved.

Once the approver completes step “E”, the Approver Charge Browse Select screen will display (see screens that follow).

The Approver Charge – Browse Select screen lists the charges within the group selected awaiting some action.

The examples shown on the next page show two ways the Approver Charge –Browse Select screen of a level 008 approver may appear. One example shows a level 008 approver that has the authority to view and approve charges at a lower level (Example I) and the other example, (Example II) shows a level 008 approver with the authority to view only those items that have a Status Route Code of 008.

The Status Route Code (St Rte) indicates the level at which each charge currently resides. A level 008 approver may approve any charge that appears on his Approver Charge - Browse Select (levels 001-008).

Example I

<table>
<thead>
<tr>
<th>ACT</th>
<th>Cardholder</th>
<th>Merchant</th>
<th>CHG</th>
<th>Add</th>
<th>Date</th>
<th>Date</th>
<th>Amount</th>
<th>RTE</th>
<th>APRV</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>U.S. AIRLINES</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>485.00</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>U.S. AIRLINES</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>220.00</td>
<td>001</td>
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<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>MARRIOTT</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>389.16</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>WESTIN</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>89.35</td>
<td>004</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>OFFICE DEPOT</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>16.02</td>
<td>004</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>BARNES AND NOBLE</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>21.21</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>AVIS RENTAL CAR</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>121.34</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>AVIS RENTAL CAR</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>64.11</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>A &amp; B OFFICE MACHINES, INC</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>252.10</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>A &amp; D OFFICE SUPPLY</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>134.17</td>
<td>001</td>
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</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>AAA FLEET SERVICE</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>89.50</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>ABBEY PRINTING</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
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<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>ACE OFFICE SUPPLY</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>165.33</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>KLEIN, I.</td>
<td>DATA CONTROL SUPPLIES INC</td>
<td>0719</td>
<td>0724</td>
<td>0724</td>
<td>0719</td>
<td>523.98</td>
<td>008</td>
<td></td>
</tr>
</tbody>
</table>

*Group Code INFOSYS Approval Code ___ Change Date _______
Display Modify (PF5=flip)
Example II

DCDQSAC       ***** Approver Charge – Browse Select *****       DCDMSAC1
Jul 26,08                      11:10 AM

<table>
<thead>
<tr>
<th>ACT</th>
<th>Cardholder</th>
<th>Merchant</th>
<th>CHG Add</th>
<th>Date</th>
<th>Date</th>
<th>Amount</th>
<th>RTE</th>
<th>APRV</th>
</tr>
</thead>
<tbody>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>AVIS RENTAL CAR</td>
<td>0719</td>
<td>0724</td>
<td></td>
<td>121.34</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>AVIS RENTAL CAR</td>
<td>0719</td>
<td>0724</td>
<td></td>
<td>64.11</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>m_</td>
<td>KLEIN, I.</td>
<td>A &amp; B OFFICE MACHINES, INC</td>
<td>0719</td>
<td>0724</td>
<td></td>
<td>252.10</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>A &amp; D OFFICE SUPPLY</td>
<td>0719</td>
<td>0724</td>
<td></td>
<td>134.17</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>AAA FLEET SERVICE</td>
<td>0719</td>
<td>0724</td>
<td></td>
<td>-89.50</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>ABBEY PRINTING</td>
<td>0719</td>
<td>0724</td>
<td></td>
<td>456.78</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>ACE OFFICE SUPPLY</td>
<td>0719</td>
<td>0724</td>
<td></td>
<td>165.33</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>__</td>
<td>KLEIN, I.</td>
<td>DATA CONTROL SUPPLIES INC</td>
<td>0719</td>
<td>0724</td>
<td></td>
<td>523.98</td>
<td>008</td>
<td></td>
</tr>
</tbody>
</table>

*Group Code INFOSYS   Approval Code ___   Charge Date __________
Display Modify (PF5=flip)

Approving Charges at Level 008

Note: When a charge is approved at level 008, the charge is automatically added to the FLAIR Daily Input file, and eliminates access to the charge from the Approver Charge – Browse Select screen.

Approving Charges that Have Previously Been Approved at a Lower Level:

The item to be approved is selected by placing an “M” in the Act field to the left of the charge on the Approver Charge – Browse select screen. The Charge/Distribution Maintenance screen will display.

DCDQMCQ       ***** Charge/Distribution Maintenance *****       DCDMMCQ1
Jul 26,08                      4 more >

*Action (D,M)  M_ Approve(Y/N) Y Amount 485.00 Date CHG 07192008 CRD 01
Name KLEIN, IDA
*Vendor ID VP456456456001 Invoice 8500002 SubVendor E299447993
Merchant U.S. AIRLINES
*Disapprove CD ___ Reason __________________________ PPI _  *SDN _______

LN ACT SC SDN-LN Amount Org(L1-L5) *EO VR *Object Description
___ ___ ___ ___ ___ 485.00___ 85100202213 00 02 261000 Miami trip___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
To approve this charge without any changes, additions or adjustments to the accounting or purchasing data, the user types a “Y” in the Approve field and presses enter. If all edits pass, the charge will be approved. The message, "CHARGE record modified successfully" will display if approved (see screen below). The approver may page to the other panels of the distribution record and update the fields if needed. The procedures for updating the Charge/Distribution record are discussed in section VII.

A charge approved at level 008 will be sent to the FLAIR daily input file and then to FLAIR overnight processing at the end of the business day. Note SC (code) changes to 014.

To return to the Approver Charge –Browse Select screen after approving a charge, the user will press PF3. Approved Charges may no longer be viewed from the Approver Charge – Browse Select screen.

**Approving Charges at Level 008 - Not Previously Approved**

If a charge was not approved by another level approver and can be viewed in the level 008 Approver Charge – Browse Select, (see page 36) it may be approved by the level 008 approver.

Once accessing the Approver Charge – Browse Select and selecting the charge to approve (Modify) the charge is approved by using the 5-step approval process described earlier in this manual.

To exit the Distribution/Maintenance screen the user will press PF3.
Disapproving Charges at Level 008

A charge appearing on the level 008 Approver Charge – Browse Select screen, may be disapproved by the level 008 approver. To disapprove a charge, the approver must select the charge (just as it was selected for approval) from the Approver Charge – Browse Select screen. Once the charge is selected, the Charge/Distribution Maintenance screen will display.

To disapprove a charge (see the screen above):

1. Type “N” (for NO) in the Approve field.

2. Indicate a reason for disapproval by inserting a disapproval code in the Disapproval Cd field. The code may be typed in if known, or it may be selected from a help screen by pressing PF1 while the cursor is in the Disapproval field. See earlier section for details of how to use the Disapproval Code help screen. A complete list of disapproval codes is also contained in the appendix.

3. Press enter (after steps 1 and 2)

The message, “CHARGE record modified successfully” will display.
Disapproved Charge – Successfully Modified

Charge record modified successfully  
DCDMMCQ1  ***** Charge/Distribution Maintenance *****  DCDMMCQ1  
Jul 26, 08  
4 more >

*Action (D,M)  __ Approve(Y/N) n Amount 121.34  Date CHG 07192008 CRD 01  
Name KLEIN, IDA  DT REC 07242008  
*Vendor ID ______________  Invoice 8500018  SubVendor E299447993  
Merchant AVIS RENTAL CAR  ZIP 32157-0000  
*Disapproval CD 081  Reason was upgrade required?_________  PPI _  *SDN _______  

<table>
<thead>
<tr>
<th>LN</th>
<th>ACT</th>
<th>SC</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
<th>*VR</th>
<th>*Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>_</td>
<td>_</td>
<td>_</td>
<td>121.34</td>
<td>8510202213</td>
<td>00</td>
<td>02</td>
<td>261000</td>
<td>CAR RENTAL UPG</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFM HELP QUIT RETRN MAIN FLIP PRF BKRD FRWRD X-ALL LEFT RIGHT PRCSS

Notes Regarding Disapproval of Charges:

If a charge was previously approved by a lower level approver and disapproved by a fiscal level (008) approver, the charge will automatically be sent back to the lower level approver for further action. It may be approved again or disapproved.

Remember that the vendor will be paid by Bank of America usually within a few days of the charge and that the State of Florida has a contract to reimburse Bank of America for purchasing card items. Disapproving a charge will not prevent the vendor from being paid by Bank of America. Each agency—in conjunction with the statewide coordinator—will determine procedures when it is appropriate to disapprove a charge.

Approving/Processing Credits at Level 008

Credit memos are approved in the same way that charges are approved by the level 008 approver.

If the credit memo was previously approved at a lower level, the level 008 approver will need only to select the credit memo from the Approver Charge – Browse Select screen (Example #1 below) and indicate his approval of the credit memo by placing a “Y” in the Approve field on the Charge/Distribution Maintenance screen (Example #2 next.)
Example #1

<table>
<thead>
<tr>
<th>DCDQSAC</th>
<th>***** Approver Charge - Browse Select *****</th>
<th>DCDMSAC1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 26,08</td>
<td>CHG Add</td>
<td>ST DIS/</td>
</tr>
<tr>
<td>ACT Cardholder</td>
<td>Merchant</td>
<td>Date Date</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td>---- ----</td>
</tr>
<tr>
<td>KLEIN, I.</td>
<td>A &amp; B OFFICE MACHINES, INC</td>
<td>0719</td>
</tr>
<tr>
<td>KLEIN, I.</td>
<td>M &amp; G HEATING AND AIR</td>
<td>0719</td>
</tr>
</tbody>
</table>

**End of Data**

*Group Code INFOSYS__  Approval Code ___  Charge Date ________

Display Modify (PF5=flip)

Example #2

Enter changes

<table>
<thead>
<tr>
<th>DCDQMCQ</th>
<th>***** Charge/Distribution Maintenance *****</th>
<th>DCDMMCQ1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 26,08</td>
<td>4 more &gt;</td>
<td></td>
</tr>
<tr>
<td>Action (D,M)</td>
<td>M_ Approve(Y/N)</td>
<td>Y Amount</td>
</tr>
<tr>
<td>Name KLEIN, IDA</td>
<td>DT REC 07242008</td>
<td></td>
</tr>
<tr>
<td>Vendor ID VF112334560001</td>
<td>Invoice 8500038</td>
<td>SubVendor</td>
</tr>
<tr>
<td>Merchant M &amp; G HEATING AND AIR</td>
<td>ZIP 33577-0000</td>
<td></td>
</tr>
<tr>
<td>Disapproval CD__  Reason ______________________________</td>
<td>PPI _  *SDN _______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LN ACT SC</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
<th>VR</th>
<th>*Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>_</td>
<td>-148.77</td>
<td>85100202213</td>
<td>00</td>
<td>02</td>
<td>363000</td>
<td>returned parts__</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
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<td>_</td>
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<td>_</td>
<td>_</td>
<td>_</td>
</tr>
</tbody>
</table>

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

CONFIRM HELP QUIT RETRUN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

The message, “CHARGE record modified successfully” will display when a credit memo is approved (see Example #3).
Example #3

<table>
<thead>
<tr>
<th>Action (D,M)</th>
<th>Approve (Y/N)</th>
<th>Amount</th>
<th>Date CHG</th>
<th>CRD</th>
<th>Name</th>
<th>IDA</th>
<th>Merchant</th>
<th>Zip</th>
<th>Disapproval</th>
<th>Reason</th>
<th>Vendor ID</th>
<th>Invoice</th>
<th>SubVendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>-148.77</td>
<td>07/19/2008</td>
<td>01</td>
<td>KLEIN, IDA</td>
<td></td>
<td>M &amp; G HEATING AND AIR</td>
<td>33577-0000</td>
<td></td>
<td></td>
<td>VF11234556001</td>
<td>8500038</td>
<td></td>
<td>RETURNED PARTS</td>
</tr>
</tbody>
</table>

Once approved at level 008, the credit memo will also be added to the FLAIR Daily Input file and to overnight processing at the end of the business day.

**Special Notes Regarding Processing Credits at Level 008**

A credit should not be processed on a given business day if processing the credit will: 1) create a net amount of zero to that vendor on the voucher the next day or 2) cause a negative total to a fund (29 digit FLAIR account code) on the voucher the next day.

A credit may be processed as long as there are debit charges to any vendor paid from the same fund (FLAIR account code) that day which exceed the amount of the credit by at least one cent ($0.01).

**Credits Approved at Level 008 not previously Approved at a Lower Level**

If a credit was not approved by a lower level approver, in order to approve the credit, the level 008 approver will enter the Vendor ID, Object, Description and verify the received date as well as place an “Y” in the Approve field (as described in the first approver 5 step process beginning earlier in this manual).
The FLAIR Daily Input File

Purchasing Card charges (and credits) once approved at level 008, are added to the FLAIR Daily Input File as Transaction 51s, 70s or 53s (credits will appear as TR51s only) and at the end of the business day, they will go through overnight processing and appear on a voucher the next day.

Purchasing card items may be retrieved from the Daily Input file if needed (on the same day of input only) in order to make changes or corrections to the charge record.

A purchasing card item may not be corrected or changed through Transaction 51 Inquiry/Update, Transaction 70 Inquiry/Update or Transaction 53 Inquiry/Update. A purchasing card item must be purged (removed) from the Daily Input File through the DI function (found on the Purchasing Card Mini Menu) before it can be corrected.

Once removed from daily input, through the DI function, the item will “appear” in the approver’s Browse Select screen for updating or correcting. After updating or correcting, an item must be approved again in order for it to be added back to the FLAIR Daily Input file.

The process for removing items from the Daily Input file

I. Determine the FLAIR invoice number. The FLAIR invoice number is automatically generated by the system for Purchasing Card charges as they enter the Purchasing Card system. The invoice number may be determined by going to a Transaction Inquiry screen in FLAIR, or it may be retrieved from a help screen accessed from the Purchasing Card Mini Menu.

a. Determining the invoice number from an inquiry screen:
As stated above, items are added to the Daily Input file as Transactions 51, 70, or 53. The user may do a TR51/TR70/TR53 Inquiry and locate the invoice number. Screen A on the next page is an example of a Transaction 51 Inquiry showing the invoice number for a purchasing card item that was added to the Daily Input file. The example on the next page, shows the invoice number as: 850000201. This invoice number is a combination of the invoice number and a line number (the last two digits). When entering the invoice number on the Purchasing Card Mini Menu, the last two digits must be dropped (only 8500002 is entered.)
Transaction 51 Inquiry screen with a Purchasing Card invoice number
Screen A

<table>
<thead>
<tr>
<th>5112</th>
<th>TR 51 - UNENC DISB - SINGLE INQUIRY BY SITE</th>
<th>07/26/2008 15:47:57</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>L2</td>
<td>L3</td>
</tr>
<tr>
<td>85</td>
<td>10</td>
<td>02</td>
</tr>
</tbody>
</table>

...AMOUNT... VENDOR-ID MC TRN-DT G VOUCH-NO LINE BI OTHER-DOC B 485.00 VF456456456001 A 07262008

INVOICE AB . QUANTITY .. CK-NO CK-DT PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR 850000201

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

GF SF FID BE IBI EF STATE PROGRAM PROJECT ID 10 1 000001 85100000 00 1112110000 000000

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

NEXT: TYPE SEL

L1 L2 L3 L4 L5 GF SF FID BE IBI VOUCH-NO LINE VENDOR-ID 85

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

MINI MAIN RFRSH TOP FWD

b. Determining the invoice number from the Purchasing Card Mini Menu.
A help screen is available to the approver on the P-Card Mini Menu to select the invoice number. The help screen is accessed by typing “DI” in the code field and placing the cursor in the Invoice # field and pressing PF1.

Screen B

<table>
<thead>
<tr>
<th>DCDQMN</th>
<th>***** Purchasing Card Mini Menu *****</th>
<th>DCDMMN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 26, 08</td>
<td>03:50 PM</td>
<td></td>
</tr>
</tbody>
</table>

Code Function

<table>
<thead>
<tr>
<th>Code</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CQ</td>
<td>Charge Queues Menu</td>
</tr>
<tr>
<td>PE</td>
<td>Person</td>
</tr>
<tr>
<td>CM</td>
<td>Card Menu</td>
</tr>
<tr>
<td>AP</td>
<td>Approver</td>
</tr>
<tr>
<td>AU</td>
<td>Administration Unit</td>
</tr>
<tr>
<td>TM</td>
<td>Table Maintenance Menu</td>
</tr>
<tr>
<td>DI</td>
<td>Daily Input</td>
</tr>
<tr>
<td>RM</td>
<td>Report Menu</td>
</tr>
</tbody>
</table>

*Invoice #: ______

After pressing PF1, the help menu will display, listing the items on daily input.
To select the invoice, the user types “S” in the space to the left of the invoice number and presses enter. See Screens C and D on the next page. The invoice selected will “populate” the invoice field on the Mini Menu.
II. Once the invoice number is entered on the Purchasing Card Mini Menu, to view the item on the Daily Input file, make sure the DI is still in the Code field and press enter. The Purchasing Card Daily Input – Browse Select screen will display (see next page).
III. If the approver determined this item should be removed from the Daily Input file, the valid action for this screen is to enter a “P” (for purge) in the Action field. Purging an item from the Daily Input file will move the item back to the Purchasing Card Charge Queue where it may be updated as needed.

IV. Once an item is purged from Daily Input the message: “record modified successfully” will display, and the item is removed from the Purchasing Card Daily Input – Browse Select screen. See the example below.

To exit the Purchasing Card Daily Input file, press PF3, and the Purchasing Card Mini Menu will display.
VII. The Five Panels of the Charge/Distribution Maintenance Screen

The Charge/Distribution Maintenance screen is accessed by cardholders and other approvers to facilitate the approval or disapproval of Purchasing Card charges as described in the previous sections of this manual.

In this section, the five panels are described in detail and the fields on each panel are defined. The fields on the five panels of the distribution record may contain data or may be blank depending on the agency and how the Purchasing Card files are set up in the agency. Items will display on the distribution record as they are retrieved from the agency’s Expansion Option Files, Expansion Set Files, Vendor Files, Encumbrance Subsidiary Ledger, Payable Subsidiary Ledger, and Purchasing Card administration and maintenance files. Items in the distribution record may be left as they are retrieved or they may be updated (in some instances) as necessary. Depending upon the agency’s plan, and their approver record, an approver may or may not be able to update items on the distribution record. When an item of information is changed or information added in a field previously blank, the record may need to be re-expanded by using the PF9 key (to expand all) or the PF12 key to re-expand or process an individual line.

When an approver selects an item from the Approver Charge – Browse Select screen to approve or disapprove Panel #1 of the Charge/Distribution Maintenance screen will display.
The approver may tab to the other panels of the distribution record by pressing **PF10 to move left or PF11 to move right**.

There are five lines of **heading information** which stay constant throughout the five panels of the Charge Distribution/Maintenance screens. See previous page for an example of the headings described below.

### Heading Descriptions of the Charge/Distribution Maintenance Screens

**Action:** Defaults to the input from the Browse/Select screen. Valid input is “D” for displaying the record only or “M” to modify the record.

**Approve:** Enter “Y” to approve a charge, enter “N” to disapprove a charge. Disapproving a charge will cause the charge to revert to previous level of approval (where applicable).

**Amount:** Total amount of the charge. Added from batch load file. Protected.

**Date Chg:** The date the charge was made. Protected.

**Crd:** Card sequence number. Refers to the number of cards issued to the cardholder. (01=1st card, 02=2nd card and so on). Protected.

**Name:** Name of the cardholder responsible for this charge. From batch load. Protected.

**Dt Rec:** The date that the charge was received by the system. May be changed if the goods were received later than date shown.

**Vendor Id:** Must be supplied by the approver. Enter the valid vendor number from the agency or statewide vendor file that agrees with the Merchant name and zip code. May be accessed from a help screen by using the PF1 key.

**Invoice:** System generated. Reference number needed when inquiring upon P-Card items stored on the daily input file. (See DI function.) Protected.

**Sub-vendor:** May be supplied by the system for some travel related charges or may be added by the approver (the cardholders SSN#).

**Merchant/Zip:** Name of the company and zip code where the charge was incurred. From the *Bank of America* charge records. Supplied by the system. Protected.

**Disapproval Cd:** Three digit numeric code which must be entered when a charge is disapproved identifying the reason for disapproval. Valid codes are listed in the Appendix.

**Reason:** Required with Disapproval Cd. Supplied by the system when a disapproval code is entered *except* for code 081 which requires the user to enter the reason for disapproval.

**PPI:** Prior period indicator. Valid input is M for prior month, Y for prior year. To record this charge in a prior period. If left blank the item will be recorded in the current month, current year.
SDN: Secondary Document Number. Refers to an encumbrance number or an accounts payable number. If left blank, the payment will create a Transaction 51, assuming that no Purchase Order (encumbrance) is established for the charge and no payable is established for the charge. If an encumbrance number (PO#) is entered the payment will create a Transaction 70, if an accounts payable number is entered the payment will create a transaction 53. If a SDN is used, the system will pull appropriate accounting codes from the subsidiary file to be used in the transaction. 7 digit alpha/numeric field.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.

Panel 1 of 5 of the Distribution Record – Field Descriptions

<table>
<thead>
<tr>
<th>LN</th>
<th>ACT</th>
<th>SC</th>
<th>SDN-IN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
<th>VR</th>
<th>*Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>89.50</td>
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<td>00</td>
<td>00</td>
<td>261000</td>
<td>car rental</td>
</tr>
</tbody>
</table>

LN: Line number, system generated.

ACT: Action field used to perform action on one line only of information. Valid input is: E – to expand the data on that line, P – to purge the data on that line, R – to refresh the expansion data to the last correct data that was input. To process an action with one of the values above, the user would press PF12.

SC: Status Code. Indicates the approval status of the charge. For example: SC code of 014 means this line is added to the Daily Input file. A complete list of status codes is found in the Appendix. Protected.
**SDN-LN:** Secondary Document Number Line Number. Used to indicate the line of the Encumbrance or Payable if a value is placed in the SDN field in the header record. 4 digit numeric field.

**Amount:** Amount of this line of the distribution record. Loaded from the batch file input sent from *Bank of America*.

**Org:** FLAIR Organization Code or Level 1 through Level 5 code. System added from the Cardholder record. May be changed if needed. When changing an Org code, the record may need to be re-expanded using the PF9 or PF12 keys. 11 digit numeric field.

**EO:** FLAIR Expansion Option. Used with the Org code to expand the data to include other data codes. May be updated if necessary. When changing an EO code, the record may need to be re-expanded using the PF9 or PF12 keys. 2 digit alpha/numeric field.

**VR:** Version of the EO to be used. System generated to use the most recent version of the EO, it may be overridden if necessary. 2 digit numeric field.

**Object:** Object Code. A six numeric code indicating the type of purchase made. (For example, office supplies, travel, etc.) The first approver must enter a code here. May be updated if necessary.

**Description:** 16 digit alpha/numeric field which allows the user to type in a brief description of the purchase.

**NOTE:** WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.
Panel 2 of 5 of the Distribution Record – Field Descriptions

<table>
<thead>
<tr>
<th>Field Descriptions of Panel 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACT:</strong> Action field. To perform an action on this line of the distribution record. See panel 1 field descriptions to determine the values to be used.</td>
</tr>
<tr>
<td><strong>Grant:</strong> If a grant record is to be affected by this charge, a value will display here. May be added or updated if needed or may be pulled from the expansion option record. 6 alpha/numeric field.</td>
</tr>
<tr>
<td><strong>GY:</strong> Grant year. Where appropriate, a year may display referring to the grant indicated.</td>
</tr>
<tr>
<td><strong>Cntrt:</strong> Contract number. If a contract is to be affected by the charge, a value will display in this field. This refers to items tracked through the Contracts &amp; Grants subsystem. 5 alpha/numeric field, may be updated if necessary or pulled from the expansion record.</td>
</tr>
<tr>
<td><strong>CY:</strong> Contract year. Where appropriate, a year may display in this field referring to the contract shown.</td>
</tr>
<tr>
<td><strong>Project:</strong> Project number. If a project is to be affected by this charge, a value will display in this field. May be pulled from the expansion option record or added or updated by the approver. 11 digit numeric field.</td>
</tr>
</tbody>
</table>
The next seven codes make up the 29 digit FLAIR account code and are pulled from the expansion files. The GF, SF, and FID are protected. The other 4 codes may be updated.

GF: GAAFR Fund
SF: State Fund
FID: Fund Identifier
BE: Budget Entity
IBI: Internal Budget Indicator
Category: Disbursement Category
YR: Funding year. Defaults to 00 if not applicable.

CF: Certified Forward Indicator. A “C” will display in this field if the item is to be paid from certified funds. May be updated.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.

Panel 3 of 5 of the Distribution Record – Field Descriptions

To access the above Panel (3) the approver presses PF11 while viewing panel 2 or PF10 while viewing panel 4. The header information and line number (LN) are brought from the previous screen. This panel contains additional accounting and/or purchasing information related to the charge.
Act: Action field. To perform an action on this line of the distribution record. See panel 1 field descriptions to determine the values to be used.

AB: Available Balance Override Indicator. Valid input is “X” if the user wants to override the edit message, “Insufficient Available Balance.”

OCA: Other Cost Accumulator. May or may not be established for use by an agency. May be retrieved from the expansion option record or added or updated by the approver. 5 digit alpha/numeric field.

GL: General Ledger Code. 5 digit numeric field indicating which General Ledger code this item is to be charged. May be retrieved from the expansion set file or may be added or updated by the approver.

PID: Product Identifier. May or may not be established for use by an agency. May be retrieved from the expansion option record or added or updated by the approver. 3 digit alpha/numeric field.

State Program: Governor’s financial plan number. May be retrieved from the expansion option file or may be added or updated by the approver. Must be correlated to Budget Entity. 16 digit numeric field.

EGL: External General Ledger. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion set file or added or updated by the approver. 3 digit A/N field.

EOB: External Object. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion set file or added or updated by the approver. 3 digit A/N field.

ECAT: External Category. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion set file or added or updated by the approver. 6 digit A/N field.

EP: External Program. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion option record or added or updated by the approver. 2 digit numeric field.

AU: Agency Unique. May or may not be established for use in an agency. May be pulled from the expansion option record or added or updated by the approver. 2 digit alpha/numeric field.

EF: External Fund. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion option record or added or updated by the approver. 1 digit numeric field.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.
Panel 4 of 5 of the Distribution Record – Field Descriptions

To access the above panel (4), the user would either press PF11 while viewing panel 3, or PF10 while viewing panel 5. The header information is brought from the previous screen and the LN (line number) remains the same as on the previous screen as well. This panel contains additional accounting and/or purchasing information related to the charge.

**Act**: Action field. To perform an action on this line of the distribution record. See panel 1 field descriptions to determine the values to be used.

**FP**: Final Payment Indicator. Valid for use only when paying a payable or an encumbrance (PO). An “F” would be entered if the payment was a final payment of the line of the encumbrance or payable indicated in the SDN field.


**BPIN**: Beginning property identification number. Either the property ID number of a single item, or the first number in a sequence for multiple items when used in conjunction with count. 8 digit alpha/numeric field.

**Count**: The number of items when using the BPIN as the first number in a sequence for multiple items. 4 digit numeric field.

**Quantity**: Number of items in a multiple purchase (not associated with BPIN or Count.) 12 digit numeric field.

**Other Doc**: Other document number. To reference another document or another code to this transaction. 11 digit alpha/numeric field.
COMM: Commodity Code. Established by the Department of Management services. Indicates a commodity or service.

RCY: Recycling Code Indicator. Valid input is “N” or “Y”. The following edits occur with regard to the RCY code: 1. If an object code is not equal to 23XXXX or 38XXXX the recycle indicator is optional and will default to “N” if left blank; 2. If an object code is equal to 23XXXX or 38XXXX, the recycle indicator field is required input and the user must input the “N” or “Y”.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.

Panel 5 of 5 of the Distribution Record – Field Descriptions

The distribution fields are described beginning on the next page.

To access panel 5 of the Distribution Maintenance, the user could either press PF11 while viewing panel 4 or press PF10 while viewing panel 1, in each case, the screen above will display. The header information is brought forward from a previous screen. The line number (LN) is also brought forward. This panel contains additional accounting and/or purchasing information related to the charge.

Act: Action field. To perform an action on this line of the distribution record. See panel 1 field descriptions to determine the values to be used.
Commodity Description: A 44 digit alpha/numeric field which may be used to describe a commodity or used for a general description of the item purchased if the commodity description is not needed.

P-CD: Purchasing Code. Department of Management Services code for contract type (where applicable).

B: Batch indicator. Used if the transaction will be batched with other transactions. 1 digit alpha field.

G: Grouping Character. Used to group entries together on the same disbursement voucher. Valid input is A – Z and 0 – 9.

Voucher: When an agency assigns a voucher number to the disbursement it would be entered here. The voucher number must begin with an alpha character. If the agency does not assign voucher numbers, the transaction will be automatically assigned a voucher number in overnight processing, and this field would be left blank. 7 digit alpha/numeric field.

Line: Refers to the line of a voucher and is used only if an agency assigns its voucher numbers. If an agency allows the system to assign a voucher number in overnight processing, this would be left blank. 4 digit numeric field.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.
Updating Fields on the Charge/Distribution Maintenance Screens

Entering a value in a field currently blank and/or changing the value of a field.

A. Updating fields that do not require re-expanding:

To access the Charge/Distribution Maintenance screen (see one above) the approver accesses the purchasing card function and selects an item from the Approver Charge Browse Select screen. The example above is panel two of five of the Distribution Maintenance screens.

Most fields on the Charge/Distribution screens will not require the user to re-expand before completing the change. The following are a couple of examples of simple changes that can be made:

a. To add information in a field that is currently blank, the user must make sure that the Action value is “M” for modify. The approver uses the tab key to “tab to” the appropriate field, add the information and press enter. The information added must be a valid code that has been previously titled on the agency title file or the state standard title file.

To add a grant number, for example, the approver “tabs to” the grant field, enters the appropriate grant number and presses enter. If all edits are met, the message will appear across the top of the screen, “CHARGE record modified successfully.” This same method is used for any field the user is able to “tab to.”
b. To change a value the approver again “tabs to” the field and types over
the information making the correction and presses enter. Again, the Action
value must be “M” for Modify in order to make the change.

When making a change to the distribution record, the approver may
approve the item at the same time by placing a “Y” in the Approve field.
If this is the case, it is important the approver make any changes
needed before pressing enter, or the item will move to the next level
approver or to the Daily Input file. Once an item is approved, the
distribution record may not be changed unless the item is purged from
Daily Input or changed at the next level of approval (if not yet in Daily
Input).

If an approver wants only to change or update a field on the distribution
record (without approving the charge), he will leave the Approve field
blank and “tab to” the field, make the change and press enter. The field will
be updated, and the item will remain in the approver’s Charge Browse Select
for later approval.

B. Updating fields that may require re-expanding.

What is re-expanding? Re-expanding means that “sensitive” data is being
changed by the user and the system needs to access an auxiliary file or a
subsidiary file to retrieve pre-coded information in order to include possible
new information in the transaction record.

When re-expanding is necessary, the system will display a message across
the top of the screen.

1261 EXPANSION DATA OR SDN HAS CHANGED - MUST RE-EXPAND
DCDDMCQ1
Jul 26,08
*Action (D,M) M  Approve(Y/N) _ Amount 456.78  Date CHG 07192008 CRD 01
Name KLEIN, IDA
Vendor ID VF591675944001 Invoice 8500028  SubVendor
Merchant ABBEY PRINTING 
Disapproval CD ___  Reason ______________________________ PPI _  *SDN _______
LN ACT SC SDN-LN Amount  Org(L1-L5) *EO VR *Object Description
1  __ __ _ 456.78________ 85100202213  00  03  380000 copy paper______
__ __ __ _______________ ______________ ______________ ______________
__ __ __ _______________ ______________ ______________ ______________
__ __ __ _______________ ______________ ______________ ______________
__ __ __ _______________ ______________ ______________ ______________
__ __ __ _______________ ______________ ______________ ______________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONF M HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

State of Florida       Department of Financial Services
Purchasing Card Approval/Distribution Manual FLAIR Education & Training
Last revision date: 03/30/2009
Re-expanding is achieved by pressing the **PF9** key to expand all lines of data (or one line if only one line exists). Or the user may re-expand one line by placing an “E” in the **ACT field** on the line requiring re-expanding and then press **PF12**.

After pressing PF9 or PF12, the message is removed from the screen, and the re-expansion is complete. After re-expanding, the system may change the fund information or grant information or OCA or any of the fields of the distribution record, if the auxiliary or subsidiary files affected contained new information.

---

**DCDQMQQ**

***** Charge/Distribution Maintenance *****

DCDMQQ1

Jul 26,08

4 more >

*Action (D,M) M_ Approve(Y/N) _ Amount 456.78 Date CHG 07192008 CRD 01

Name KLEIN, IDA

*Vendor ID VF591675944001 Invoice 8500028 SubVendor ______________

Merchant ABBEY PRINTING ZIP 33143-0000

*Disapproval CD ___ Reason ______________________________ PPI _ *SDN _______

<table>
<thead>
<tr>
<th>LN</th>
<th>ACT</th>
<th>SC</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
<th>*Object</th>
<th>Description</th>
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<tr>
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<td>380000 copy paper</td>
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</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

---

*It will be necessary to re-expand for various reasons including the following: a SDN is added or changed, the Org is changed, the EO is changed or the Object is changed. There may be other circumstances requiring re-expansion, but the ones listed above are the primary fields requiring re-expansion if data is changed.*

### Splitting the charge between two or more Org/EO codes

If an approver is given distribution capability by the Purchasing Card administrator in his agency, he may adjust the distribution lines by splitting the charges to be paid from two, three or several lines as needed. **The sum total of the lines must equal the total amount due for the charge shown in the Amount field in the header record.**

On the next page is an example of a charge an approver needs to divide equally between two Organizations (Orgs).
To pay the above item from **two different Organizations**, the approver enters in the amount field the amount to be paid from each line, and types in the Org, EO and Object that is appropriate on the second line. (The two lines must equal the amount shown at the top of the screen.)

After adjusting the lines as needed, the approver will press enter. If all edits pass, the charge will be changed to reflect two organizations will be charged for this item. The split may be any percentage desired as long as the total of the lines agree with the amount of the charge.

An item may be split as many ways as desired, up to 20 lines.
Entering an Encumbrance (Purchase Order Number) or an Accounts Payable Number on the Charge/Distribution Record.

If the approver wants to pay a Purchasing Card item from an encumbrance or payable number, the number is entered in the **SDN field** on the header record of the Charge/Distribution Maintenance screen. The **line number** of the encumbrance or payable is entered in the **SDN-LN field** next to the Amount field in the appropriate line of distribution.

If the encumbrance and line number is known, it may be typed in. If the encumbrance number is not known, a help menu is available by placing the cursor in the **SDN field** and pressing **PF1**. The first of two help screens will appear.

**The screen before the SDN is entered.**

```
<table>
<thead>
<tr>
<th>LN ACT SC</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
<th>VR</th>
<th>*Object</th>
<th>Description</th>
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</thead>
<tbody>
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<td>00</td>
<td>000000</td>
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</tr>
</tbody>
</table>
```

**The first panel of the SDN help screens—to select which subsidiary is needed.**

```
<table>
<thead>
<tr>
<th>LN ACT SC</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
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<th>*Object</th>
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<td></td>
</tr>
</tbody>
</table>
```

Enter changes

DCDQMCQ

***** Charge/Distribution Maintenance *****

 Jul 26,08

4 more >

*Action (D,M)  M_ Approve(Y/N) Y Amount 523.98  Date CHG 07192008 CRD 01

Name KLEIN, IDA  DT REC 07242008

*Vendor ID VF11154734001 Invoice 8500032  SubVendor ______________

*Merchant DATA CONTROL SUPPLIES INC  ZIP 11237-0000

*Disapproval CD ___ Reason ______________________________ PPI _  *SDN _______

LN ACT SC  SDN-LN   Amount        Org(L1-L5) *EO  VR *Object     Description
1_  _  ___  ____  523.98________ 85100220213  00 00 000000  ________________
|           |        |        |            |     |    |         |             |
|           |        |        |            |     |    |         |             |
|           |        |        |            |     |    |         |             |
|           |        |        |            |     |    |         |             |
|           |        |        |            |     |    |         |             |
|           |        |        |            |     |    |         |             |
To select the appropriate subsidiary file, place an “X” in front of the one needed and place an “E” or “S” or “Q” next to Subsidiary Number and press enter. (Use a “Q” if the encumbrance is through MFMP, “S” if the encumbrance is through SPURS, place an “E” if it is a non-SPURS encumbrance number.) See screen on previous page.

The next screen will display the list of items stored in the 6S or 8S files. To select an encumbrance place an “S” in the field to the left of the number and press enter. See the screen below. (Note: there are 3 more screens of encumbrance information that may be accessed by pressing PF11 to move right and PF10 to move left.)

![Screen](image)

When enter is pressed, the encumbrance number will “populate” the SDN field. The encumbrance line number, however, must be manually entered in the field SDN-LN on the distribution line.

![Screen with highlighted field](image)
After entering the SDN number and Line number on the distribution record, and pressing enter, a message will appear asking the user to re-expand. [Adding an encumbrance or payable number changes “sensitive” data, and therefore, requires re-expanding.] To re-expand, press PF9.

<table>
<thead>
<tr>
<th>LN ACT SC</th>
<th>SDN-LN</th>
<th>Amount</th>
<th>Org(L1-L5)</th>
<th>*EO</th>
<th>*VR</th>
<th>*Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0001</td>
<td>523.98</td>
<td>85100202213</td>
<td>00</td>
<td>00</td>
<td>380000</td>
<td>TONER</td>
</tr>
</tbody>
</table>

After pressing PF9 a message will appear informing the approver the record was re-expanded from the subsidiary file.
Once approved, this item will be paid from the purchase order as shown, and any accounting data that is contained on the purchase order record is brought into the transaction.
VIII. The Travel Charge Queue

The Travel Charge Queue contains a record of travel related charges charged to the Purchasing Card. This function is provided to assist select approvers in verifying travel charges will not be paid twice. That is, if a travel charge was paid from the Purchasing Card function, the traveler will not be reimbursed on a travel voucher for charges already paid directly to the vendor(s) through the Purchasing Card approval process.

Travel related charges are maintained on the travel charge queue for a period of six months.

The travel charge queue is accessed from the Purchasing Card Mini Menu by typing TC in the Code field, providing the cardholder’s social security number in the space provided, and pressing enter.

The Travel Charge – Browse screen on the next page will display. The travel items charged to the Purchasing Card for the cardholder indicated are listed. These charges appear in this queue once the charges are loaded into the FLAIR system. Approval and payment of these charges are not required for the charges to display in the Travel Charge Queue.
Travel Charge – Browse screen

DCDQBTC

***** Travel Charge - Browse *****
Jul 26, 08

Card Holder Name: KLEIN, IDA

<table>
<thead>
<tr>
<th>Merchant</th>
<th>Charge Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. AIRLINES</td>
<td>07/07/2003</td>
<td>485.00</td>
</tr>
<tr>
<td>U.S. AIRLINES</td>
<td>07/15/2003</td>
<td>220.00</td>
</tr>
<tr>
<td>MARRIOTT</td>
<td>07/07/2003</td>
<td>389.16</td>
</tr>
<tr>
<td>WESTIN</td>
<td>07/15/2003</td>
<td>89.35</td>
</tr>
<tr>
<td>AVIS RENTAL CAR</td>
<td>07/07/2003</td>
<td>121.34</td>
</tr>
<tr>
<td>AVIS RENTAL CAR</td>
<td>07/15/2003</td>
<td>64.11</td>
</tr>
</tbody>
</table>

*** End of Data ***

Charge Date: __________ to __________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP  QUIT  RETRN MAIN  FLIP  BKWRD  FRWRD

The Charge Date _________ fields on the bottom of the screen may be used to search through the list of travel charges by date. This is achieved by specifying a “from” and a “to” date and pressing enter.
IX. Miscellaneous Information

Paying a charge from certified funds.
In order for a charge to be paid from certified funds, the “CF” field (Certified Forward Indicator) must be populated with a “C”. The “CF” field is found on panel 2 of the Charge/Distribution Maintenance screen. An example is shown below.

<table>
<thead>
<tr>
<th>Scrolling performed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCDQMCQ -------------</td>
</tr>
<tr>
<td>*----- Charge/Distribution Maintenance *----- DCDMMCQ2</td>
</tr>
<tr>
<td>&lt; 1 more 3 more &gt;</td>
</tr>
</tbody>
</table>

*Action (D,M) M Approve (Y/N) Y Amount 71.44 Date CHG 07192008 CRD 01
Name KLEIN, IDA DT REC 07242008
*Vendor ID VF014522365001 Invoice 8500034 SubVendor
Merchant COMPUTERLAND ZIP 32319-0000
*Disapproval CD ___ Reason ______________________________ PPI _ *SDN _______
LN ACT*Grant GY *Cntrt CY *Project GF SF FID BE IBI *CAT  YR CF
1_ _ 246A_ __ __ __ __ __ __ __ __ __ __ 10 1 000001 85100000 00 040000 00  C

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONF HLP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

Once the charge is approved with the certified forward indicator, the charge will be paid from certified funds.

If a SDN (payable or encumbrance) is used which was marked for certification, the CF field will be populated with a “C” once the record is re-expanded. (See steps for using a SDN number beginning on page 55.)

Reporting Lost or Stolen Cards
Each agency must develop its own procedures for dealing with lost and stolen cards. It is essential, however, that Bank of America and the agency card administrator be notified immediately if a card is lost or stolen. Also, if a vendor has on file an agency’s card number and the card is reported stolen, please notify the vendor that the card has been stolen and a new card and card number will be issued. The Bank of America Customer service number is: 1-866-667-6262.

Disbursement Transaction Date
Purchasing card transactions must include a transaction date as required for all disbursement transactions. The system will automatically assign the later of the: 1.) Add Date or the 2.) Received Date as the transaction date for a particular purchasing card item. It is important that the received date (DT REC) be verified and changed if the goods or services were
received at a later date than is shown on the Charge/Distribution Maintenance screen (see the screen on the previous page).

Appendices

PF1 through PF12 keys-Descriptions

PF1- Help key. When a help menu is available (and asterisk is next to the field name) pressing PF1 will open that help screen.

PF2- Quit. The operator must press PF2 to exit the Purchasing Card function.

PF3- Return. It is used to close a help window or to return to a previous application.

PF4- Main. This will return the user to the FLAIR main accounting menu.

PF5- Flip. Used to change the "look" of the PF keys—how they are displayed on the screen.

PF6 - Preferences. The user has the flexibility to “program” how the screen will behave after a successful screen modification.

PF7- Backward. Used to page backward.

PF8- Forward. Used to page forward.

PF9- Expand All. Used when the entire distribution must be re-expanded because "sensitive data" was changed on the distribution.

PF10- Left. Move left one panel.

PF11- Right. Move right one panel.

PF12- Process. Used when a value is placed in the Act field for one line of the distribution.
## Appendices continued

### Commonly Seen Status Route Codes (St Rte)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Awaiting Approval at Level 001 (Cardholder)</td>
</tr>
<tr>
<td>002</td>
<td>Awaiting Approval at Level 002</td>
</tr>
<tr>
<td>003</td>
<td>Awaiting Approval at Level 003</td>
</tr>
<tr>
<td>004</td>
<td>Awaiting Approval at Level 004</td>
</tr>
<tr>
<td>005</td>
<td>Awaiting Approval at Level 005</td>
</tr>
<tr>
<td>006</td>
<td>Awaiting Approval at Level 006</td>
</tr>
<tr>
<td>007</td>
<td>Awaiting Approval at Level 007</td>
</tr>
<tr>
<td>008</td>
<td>Awaiting Approval at Level 008 (Fiscal Level)</td>
</tr>
<tr>
<td>014</td>
<td>Approved at level 008 and sent to the Daily Input File</td>
</tr>
<tr>
<td>017</td>
<td>Central Reject, Central Rejected, Record Deleted</td>
</tr>
<tr>
<td>018</td>
<td>Central Reject, Negative Balance</td>
</tr>
<tr>
<td>020</td>
<td>Department Rejected, Rejected by Voucher Nightly Processing</td>
</tr>
<tr>
<td>021</td>
<td>Removed from the Daily Input File</td>
</tr>
</tbody>
</table>
## Appendices continued

### Disapproval Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>080</td>
<td>Description Not Complete</td>
</tr>
<tr>
<td>081</td>
<td>Charge Disapproved – Other (Requires user to enter the reason for disapproval)</td>
</tr>
<tr>
<td>082</td>
<td>Goods not received, seeking remedy</td>
</tr>
<tr>
<td>083</td>
<td>Unauthorized Charge, Personnel action may be required, Pay</td>
</tr>
<tr>
<td>084</td>
<td>Unauthorized Charge, Return for credit – Pay</td>
</tr>
<tr>
<td>085</td>
<td>Damaged Goods, Seeking Remedy – Pay</td>
</tr>
<tr>
<td>086</td>
<td>Duplicate Charge, Requesting Credit – Pay</td>
</tr>
<tr>
<td>087</td>
<td>Overcharge, Requesting Credit – Pay</td>
</tr>
<tr>
<td>088</td>
<td>Returned, Awaiting Credit – Pay</td>
</tr>
</tbody>
</table>