

Revision Log for the FLAIR Manuals

Publication Date	Manual	Page(s)	Reason for Revision
04/07/20	200 Expenditures	5, 422	Removed refernces to CFO and AA Memos that are archived
04/07/20	200 Expenditures	363	Updated the number of days vouchers are available to print
04/07/20	200 Expenditures	406, 408	Updated instructions for Employee Travel History function to use Employee ID
04/07/20	200 Expenditures	416, 418, 419, 420, 446	Updated webite screen shots to reflect changes in CFO website
04/07/20	500 Property	113, 120, 130, 139, 146, 153, 194, 196, 201, 204	Clarify how the Disposition Date (DISPDT) field is used and populated in the FLAIR Property Sub-system
01/22/18	100 Fundamentals	2	Remove 300 Purchasing Card and 800 Central FLAIR from list
01/22/18	100 Fundamentals	85	Reworded paragraph 3 for accuracy
01/22/18	100 Fundamentals	167	Changed Agency Add (AA) function to Account Code (AA) function for accuracy and reworded for clarity
01/22/18	100 Fundamentals	234	Changed Accounts Receivable (AR) to Cash Receipts (CR) for accuracy
01/22/18	100 Fundamentals	286, 287, 288	Updated website screenshots and re-worded for accuracy due to website changes
01/22/18	200 Expenditures	8	In table, updated CD function to read "Purchasing Card Subsystem"
01/22/18	200 Expenditures	359	Updated firt paragraph to clarify that batch transactions are not included on report
01/22/18	200 Expenditures	379	Updated last paragraph to accurately convey that auto TR58s do not post for voucher reductions. The TR58 must be posted by the agency.
01/22/18	200 Expenditures	471	In table, changed TRN-DT description to Required and updated valid input for accuracy
01/22/18	200 Expenditures	491	Updated second paragraph for accuracy
01/22/18	500 Property	1	Reworded the opening paragraph for accuracy
01/22/18	500 Property	4	Revised to state that attractive items should not be included in depreciation process and should use depreciation method code of 0
01/22/18	500 Property	10	Added bullet to list of Property Custodian duties: adds and monitors Delegates
01/22/18	500 Property	40	Updated accouting table for accuracy
01/22/18	500 Property	48, 49	Made correction to the GL offset tables: add 726XX to first table, add detail to other tables
01/22/18	500 Property	55, 56	In table, corrected reference in Offset GL and GL sections Updated Amout field length to 10.2N
01/22/18	500 Property	97	In table, changed description of Propery Unique Code to 20A/N for accuracy
01/22/18	500 Property	112	Reworded step 6 for clarity
01/22/18	500 Property	113, 119, 128, 147	In table, updated ITEM NUMBER to Retrieved for accuracy
01/22/18	500 Property	169	Added depreciation method 0 to table for No depreciation
01/22/18	500 Property	187	Corrected description for ITEM NUM for accuracy
01/22/18	500 Property	190	In the access instructions, changed FA Mini Menu to FC Mini Menu and replaced screenshot for accurate input example
01/22/18	500 Property	199, 200	In table, updated L2-L5 and LOCATION to retrieved and added instruction to type over ORG or Location as necessary to complete transfer
01/22/18	500 Property	212	Corrected title of GL 726** to Gain or Loss on Disposal of GFA for accuracy and changed GL to 781XX for accuracy
01/22/18	500 Property	237	Merged steps 8 and 9 for clarity
01/22/18	500 Property	238, 240	Changed the first paragraph and last paragraph for accuracy because all steps must take place on the same business day

01/22/18	700 Year End	all	Re-saved in PDF format because the document was saved as an image and the search feature did not work
01/22/18	1000 RDS End User	1	Reworded opening sentence
01/22/18	1100 RDS Administrator	1, 4, 49	Replaced the links to the RDS pages due to updates
01/22/18	1100 RDS Administrator	8	Reword to indicate that RACF Admin and RDS Admin might not be the same person
01/22/18	Appendix	18	Replaced the links to the RDS pages due to updates
01/22/18	Appendix	26	In table, added PU - Property Unique
03/14/16	Appendix	16	Replaced the links to the RDS pages due to updates
02/05/16	100 Fundamentals	84	Updated description of how categories are added to FLAIR.
12/15/15	100 Fundamentals	4, 5, 11, 12, 80, 82	Updated language to better represent GASB statements 34, 54, 61 and 76
12/15/15	100 Fundamentals	83	Added a sentence to explain that FIDs related to SF 8 or 9 must be added by the Agency using the CC record type
12/15/15	100 Fundamentals	86-88	Corrected Object code titles
12/15/15	100 Fundamentals	124	Amended table for LOCATION field to reflect that field is 16 alphanumeric (A/N) and not 16 numeric (N) characters
12/15/15	100 Fundamentals	167	Corrected first paragraph. Added second and third paragraphs to address SF 8 and SF 9 process
12/15/15	200 Expenditures	All	Republished to include a search feature
12/15/15	500 Property	117, 120, 122, 125, 127, 141, 144, 146, 149, 151, 156, 158, 160, 200, 203, 208, 210	In tables, updated the field length for LOCATION to 16 alphanumeric (A/N) characters for accuracy
12/15/15	500 Property	239, 241	Changed the first paragraph and last paragraph for accuracy. The process is a two day process, but steps 9 and 10 should take place on the same day.
12/15/15	600 Revenue	290, 291, 293	Adjusted accounting entries for clarity
5/27/2015	100 Fundamentals	77	Replaced FLAIR screenshots
5/27/2015	1000 RDS End User	23, 25, 26	Replaced FLAIR screenshots
5/27/2015	200 Expenditures	531	Replaced FLAIR screenshots
5/27/2015	500 Property	30	Adjusted accounting entries for clarity
5/27/2015	600 Revenues	135, 137, 139	Replaced FLAIR screenshots
5/27/2015	700 Year End	62	Replaced FLAIR screenshots
5/27/2015	900 Reporting	34, 47, 49, 54	Replaced FLAIR screenshots