

New Account Code Function



The New Account Code (NA) function is available for a brief time after the Executive Office of the Governor (EOG) has approved the appropriations and the codes have been entered into the Legislative Appropriations System/Planning, Budgeting System (LAS/PBS). When an agency receives an appropriation to a new fund or new category, the new 29-digit account code must be established on the Account Description File before it can be used. The following 3 step process allows agencies to convert LAS/PBS codes to the new 29-digit account code.

To access the NA function; from the State CFO Mini or main menu in FLAIR, complete the following steps:

1. Input **NA** in the **TYPE** field.
2. Press **Enter**. The New Account Code Inquiry Request screen will display.

NAIR	NEW ACCOUNT CODE INQUIRY REQUEST										05/15/2017	10:24:38
	SEL											
Step 1	<u>X</u>	LAS/PBS CODE	SF	FID	BE	CAT	YR					
Step 2	<u>X</u>	ACCOUNT CODE	L1	GF	SF	FID	BE	IBI	CAT	YR		
Step 3	<u>X</u>	NEW ACCOUNT CODE PROCESSED										

Three options are available from this screen. You will access this screen to perform Steps 1 through 3 stated below.

Step 1 - LAS/PBS CODE—Use this option to convert LAS/PBS codes to 29-digit FLAIR account codes for appropriation Categories.

Step 2 - ACCOUNT CODE—Use this option to add additional IBI and revenue category codes to newly created FLAIR account codes.

Step 3 - NEW ACCOUNT CODES PROCESSED—Use this option to approve converted account codes. Once approved the account codes will be reviewed and approved by the Division of Accounting & Auditing (A&A).

Step 1

LAS/PBS codes must be converted to FLAIR account codes before they can be used. To convert the LAS/PBS codes:

1. In the **SEL** field on the line for LAS/PBS CODE, input **X** or leave blank and press **Enter**.
2. Update the following fields with correct FLAIR codes as needed

GAAFR Fund	Year
Fund Identifier	Operating Level Organization
Internal Budget Indicator	Site

NAU1	LAS/PBS ACCOUNT CODE - UPDATE										5/15/2017	10:25:26		
	L1	GF	SF	FID	BE	IBI	CAT	YR	OLO	SITE	PRL	IND	SHORT DESC	
	85	00	1	000	000	85200100	00	010000	00	85	0000		Y	SALARIES
	85	00	1	000	000	85200100	00	040000	00	85	0000			EXPENSES
	85	00	1	000	000	85350400	00	140047	16	85	0000			WATER PROJ
	85	00	2	021	000	85200100	00	010000	00	85	0000		Y	SALARIES
	85	00	2	131	000	85500300	00	103886	00	85	0000			GREENWAYS

Once all fields have been updated, press **Enter**. All fields will be edited against the Title Files to verify the codes are valid. The 29-digit FLAIR account code will be edited against the Account Description File to validate it is not a duplicate.

Step 2

Once the appropriations account codes are established, use the ACCOUNT CODE option to update the account code or add additional IBI and revenue categories.

Three types of updates are available on this screen:

- **New Account Code Update**—Update the converted FLAIR account code using the **UPD** field
- **New IBI Account Code Add**—Add one or more internal budget indicators to a FLAIR account code using the **IBI** field
- **New Revenue Account Code Add**—Add one or more revenue categories to a FLAIR Account code using the **REV** field

Note: These updates must be made before the agency uses the New Account Codes Processed option.

To inquire into an account code that has not been approved, complete the following steps:

1. Input **M** or **X** in the **SEL** field, or leave the field blank.
2. Press **Enter**.
3. Input **X** in the space below **UPD**, **IBI**, or **REV**, depending on the type of update.
4. Press **Enter**.
5. Update the necessary fields by typing the correct information over the displayed information.
6. Press **Enter**.

NAI3												NEW ACCOUNT CODE - INQUIRY		5/15/2017 10:32:41	
UPD	-ADD-	L1	GF	SF	FID	BE	IBI	CAT	YR	OLO	SITE	PRL	SHORT	DESC	
	IBI	REV										IND			
-	-	-	85	10	1	000123	85200100	00	010000	00	850000	00	Y	SALARIES	
-	-	-	85	10	1	000123	85200100	00	040000	00	850000	02		EXPENSES	
-	-	-	85	10	1	000123	85350400	00	140047	16	850000	00		WATER PROJ	
-	-	-	85	20	2	021003	85200100	00	010000	00	850000	00	Y	SALARIES	
-	-	-	85	20	2	131076	85500300	00	103886	00	850000	00		GREENWAYS	

Step 3

After all new IBI and category combinations have been added, use the NEW ACCOUNT CODE PROCESSED option to approve the new codes. This approval will allow A&A to see the pending codes the next day. A&A will review and approve the new codes.

To access new codes for approval, from the New Account Code Inquiry Request Screen;

1. Input **X** in the **SEL** field, or leave the field blank.
2. Press **Enter**. FLAIR will display the New Account Code Confirmation Screen.
3. In the space provided, input **X** to confirm that new account codes are ready for review.
4. Press **Enter**. FLAIR will display the New Account Code Inquiry Request Screen.

NAU4												NEW ACCOUNT CODE CONFIRMATION		05/15/2017 10:42:35	
PLEASE ENTER 'X' TO CONFIRM THAT															
THIS AGENCY HAS UPDATED THE NEW ACCOUNT CODE (S)												X			
DIVISION OF ACCOUNTING & AUDITING WILL BE NOTIFIED THAT															
THIS AGENCY HAS UPDATED THE NEW ACCOUNT CODE (S)															

A&A will be electronically notified of the confirmation during nightly processing. After new codes are reviewed and approved, the codes are added to the FLAIR Account Description File through nightly processing and will be available the following day.