

Viewing Account Balances On-Line in FLAIR (CFO/Comptroller's Balance Information)

```

MNMU                                06/21/2011  14:24:30
                                MENU
SEC FC  DESCRIPTION                SEC FC  DESCRIPTION                SEC FC  DESCRIPTION
I  AB  AVAILABLE BAL.              U  AD  ACCOUNT DESC            U  AP  ACCTS PAYABLE
U  AR  ACCTS RECEIVABLE           U  BC  BUDGET CONTROL           U  CD  PURCHASING CARD
U  CF  REQ FOR CERT               U  CP  CASH RCPTS UTIL        U  CR  CASH RECEIPTS
U  DB  DISBURSEMENTS             U  EN  ENCB & ENCB CHG       U  EX  EXPANSION
I  FA  FA - ACCOUNTING           I  FC  FA - CUSTODIAL        U  GA  GEN ACCOUNTING
U  GI  GRANT INFO                U  PE  PERIOD END            U  RP  IMMEDIATE REPORTS
U  RP  RECURRING REPORTS        U  SC  STATE CFO FILES      U  TC  TITLE - CONTRACTS
I  TF  TRANSFERS                 U  TI  TITLE - GENERAL       U  VE  VENDOR-EMPLOYEE
U  VP  VOUCHER PRINT             A  VS  VENDOR-STATEWIDE

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

After successfully signing on to FLAIR, the Main Accounting Menu will display. From the main accounting menu type SA in the TYPE field and press enter to access the Account Balance screen.

Viewing Account Balances On-Line in FLAIR (CFO/Comptroller's Balance Information)

```
SAMU                                ACCOUNT BALANCE REQUEST          06/21/2011  14:28:10

ACCOUNT CODE
L1 GF SF FID    BE      IBI  CAT    YR
21 10 1  000XXX 21XXXX00 00   10322X 00

x BALANCE FILE          **SAMPLE GEN. REVENUE FUND - NOT ACTUAL
MONTH                  INSERT APPROPRIATE NUMBERS WHERE NECESSARY
CASH

DOCUMENT SUMMARY FILE
MONTH      DAY
CASH
STATEWIDE DOC-NO

REFUND OF OVERPAYMENT OF TAXES ACCOUNT
MONTH

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

Type the full account code for the fund you wish to inquire on, tab down to the balance section, type an X in front of BALANCE FILE and press enter.



Viewing Account Balances On-Line in FLAIR (CFO/Comptroller's Balance Information)

SAID		BALANCE FILE - BUDGETARY				06/21/2011 14:32:11			
L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT
21	10	1	0000XX	21	XXXX00	00	10322X	00	06 2
					PRIOR		CURRENT		CURRENT
					MONTH BALANCES		MONTH ACTIVITY		MONTH BALANCE
WARRANT DISB					100,770.75	4,480.15		105,250.90	
JOURNAL DISB					6,899.18	.00		6,899.18	
TRANSFER DISB					.00	.00		.00	
*CURR YR DISB					101,969.93	4,480.15		106,450.08	
*CERT FWD DISB					5,700.00	.00		5,700.00	
*CURR YR UNEXP REL					36,608.07	33,854.15-		2,753.92	
*CERT FWD UNEXP REL					.00	.00		.00	
NAME OF FUND/OFFICE DISPLAYS HERE									
<b>**SAMPLE FIGURES - NOT ACTUAL**</b>									
CONTINUING...									
								TYPE	SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---PF11---PF12---
CONT	EXIT	MAIN		TOP		FWD			



This is the 2<sup>nd</sup> page of information for the account code indicated. The unexpended release balance for the fund entered is shown in the far right column along with other current balances. Press F3 to return to the Account Request screen.

Viewing Account Balances On-Line in FLAIR (CFO/Comptroller's Balance Information)

SAID		BALANCE FILE - BUDGETARY						06/21/2011 14:34:53	
L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT
21	20	2	97X0XX	21XXXX00	00	010000	00	06	2
					PRIOR	CURRENT			CURRENT
					MONTH BALANCES	MONTH ACTIVITY			MONTH BALANCE
WARRANT DISB					.00	.00			.00
JOURNAL DISB					352,857.00	44,230.00			397,087.00
TRANSFER DISB					.00	.00			.00
*CURR YR DISB					352,857.00	44,230.00			397,087.00
*CERT FWD DISB					.00	.00			.00
*CURR YR UNEXP REL					.00	.00			.00
*CERT FWD UNEXP REL					.00	.00			.00
CASH 21 20 2 97X0XX					191,718.74	NAME OF TRUST FUND WILL DISPLAY			
<b>**SAMPLE FIGURES - NOT ACTUAL**</b>									
CONTINUING...									
								TYPE	SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10--PF11--PF12---
CONT	EXIT	MAIN	TOP	FWD					

For trust funds, the cash balance in a particular fund will also be indicated on page 2, see the example above. Press F3 to return to the Account Request screen.