



JUSTICE ADMINISTRATIVE
COMMISSION



Understanding FLAIR reports

Nona McCall

Deputy Director of Financial Services

May 4, 2016

Understanding FLAIR Reports Objectives

- Discuss RDS and report availability
- Demonstrate how to view and print reports
- Decipher report information
 - Review trial balance reports
 - Review transaction detail reports
- Request access or additional reports

Overview & Report Availability

- RDS stores FLAIR reports electronically



- Reports are:
 - scheduled in FLAIR to be sent to RDS
 - created after a specified event occurs

Overview & Report Availability

- Frequency of scheduled reports vary
 - Payroll reports are created each time payroll is processed
 - Accounting reports are created when the month closes
 - Available the 4th working day of the month
 - Email from Lamar Bynum



Overview & Report Availability

- Reports are available 30 days before being archived
- Restoring archived reports is easy
 - Restored in 5 to 20 minutes
- Reports are available for 3 years
 - visible for 18 months



Viewing & Printing RDS Reports

- Handout
 - Outlines access, viewing and printing
 - Live demonstration
 - Contains the navigation keys
 -  screen forward or back 
 - TOP or BOT command
 - Some commands only work in reports
 -  page up or down 
 - Find command
 - Find exact

Deciphering RDS Reports

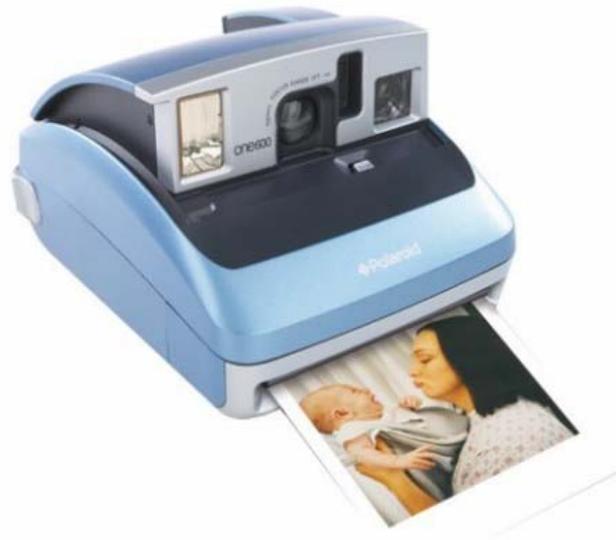
- Accounting reports being reviewed

Report Name	Report Title
DMAR01	Trial Balance
DMAR01L	Trial Balance by Organization & Fund
DTHR04	Merged Detail Journal by Fund
DTHR02	Expenditure Detail by Vendor

- A complete report list is in the handouts
 - The list has a description of what the report contains
 - List includes accounting and payroll reports

Trial Balance by Fund Report

- Financial snap of the agency's books at a point in time



- Sorted by Fund

Trial Balance by Fund Report

DMAR01-12 AS OF 04/08/16

21000000000
TRIAL BALANCE BY FUND
APRIL 08, 2016

DATE RUN 04/08/16
PAGE 6

21 JUSTICE ADMINISTRATION
2130 JUSTICE ADMINISTRATIVE COMMISSION
10 1 000069 GENERAL REVENUE
21300800 00 EXECUTIVE DIR/SUPPORT SVCS

GL CAT	GL YR	GL ACCOUNT NAME CF CAT DESCRIPTION	MONTH-TO-DATE	QUARTER-TO-DATE	YEAR-TO-DATE
13100		UNEXPENDED GENERAL REVENUE RELEASES			
	000000	CATEGORY NOT ON TITLE FILE	0.00	0.00	0.00
	010000	SALARIES AND BENEFITS	825.55	825.55	1,401,603.68
*CF	010000 C	SALARIES AND BENEFITS	0.00	0.00	0.00
	030000	OTHER PERSONAL SERVICES	0.00	0.00	13,805.29
*CF	030000 C	OTHER PERSONAL SERVICES	0.00	0.00	0.00
	040000	EXPENSES	550.33-	550.33-	139,210.26
*CF	040000 C	EXPENSES	0.00	0.00	0.00
	060000	OPERATING CAPITAL OUTLAY	0.00	0.00	18,751.00
*CF	060000 C	OPERATING CAPITAL OUTLAY	0.00	0.00	0.00
	100255	G/A-FOSTER CARE REV PANEL	0.00	0.00	171,080.02
*CF	100255 C	G/A-FOSTER CARE REV PANEL	0.00	0.00	0.00
	100534	CIVIL COMMITMENT COSTS	88,706.06-	88,706.06-	682,291.66
*CF	100534 C	CIVIL COMMITMENT COSTS	0.00	0.00	0.00
	100777	CONTRACTED SERVICES	25,626.16-	25,626.16-	392,861.68
*CF	100777 C	CONTRACTED SERVICES	0.00	0.00	0.00
	103220	DEPENDENT CHLDN/SPEC NEEDS	28,000.00-	28,000.00-	648,634.15
	103228	PUB DFNDR DUE PROCESS COST	881,044.07-	881,044.07-	5,005,599.22
*CF	103228 C	PUB DFNDR DUE PROCESS COST	0.00	0.00	0.00
	103229	CHILD DEPNDNCY/CIVIL CONFL	167,670.40	167,670.40	3,122,505.56
*CF	103229 C	CHILD DEPNDNCY/CIVIL CONFL	0.00	0.00	0.00
	103241	RISK MANAGEMENT INSURANCE	0.00	0.00	0.00
	103538	CAP COLLAT CASE-REG ATTYS	5,450.00-	5,450.00-	316,921.72
*CF	103538 C	CAP COLLAT CASE-REG ATTYS	0.00	0.00	0.00
	103539	ATTY PMNT/OVER FLAT FEE	2,658,779.50	2,658,779.50	2,524,997.91
*CF	103539 C	ATTY PMNT/OVER FLAT FEE	0.00	0.00	0.00
	103540	CRIMINAL CONFLICT CASE COS	171,938.80	171,938.80	6,064,161.12
*CF	103540 C	CRIMINAL CONFLICT CASE COS	0.00	0.00	0.00
	103541	STATE ATTORNEY DUE PROCESS	259,804.04-	259,804.04-	2,703,071.40
*CF	103541 C	STATE ATTORNEY DUE PROCESS	0.00	0.00	0.00
	103543	CONFLICT/DEPEND LIABILITY	269,435.65	269,435.65	311,193.32
*CF	103543 C	CONFLICT/DEPEND LIABILITY	0.00	0.00	0.00
	103605	STATE ATTY & PD TRAINING	0.00	0.00	0.00
	105281	LEASE/PURCHASE/EQUIPMENT	150.01-	150.01-	149.97
	107040	TR/DMS/HR SVCS/STW CONTRACT	0.00	0.00	611,994.50
	210001	STATE DATA CENTER - AST	0.00	0.00	2,255.54
*CF	210021 C	SOUTHWOOD SRC	0.00	0.00	0.00
		** GL 13100 TOTAL	1,979,319.23	1,979,319.23	24,131,088.00
31100		ACCOUNTS PAYABLE			
	040000	EXPENSES	0.00	0.00	241.39-
	100777	CONTRACTED SERVICES	0.00	0.00	10,067.28-



Trial Balance by Fund Report

- Header Information

Agency OLO & Name (see A)	State Fund type (SF) (see E)
ORG code Level 1 & (see B)	Fund Identifier (FID) & Name (see F)
Program Name (see C)	Budget Entity (BE) & Name (see G)
GAAFR Fund (GF) (see D)	

DMAR01-12 AS OF 04/08/16

Header

sample

A21^A JUSTICE ADMINISTRATION
 B2130^C JUSTICE ADMINISTRATIVE COMMISSION
 D20^E 2^F 084001^F CHILD SUPPORT TF
 G21300800 00^G EXECUTIVE DIR/SUPPORT SVCS





Trial Balance by Fund Report

Report Data

General Ledger (GL)	(see A)	Category Description	(see E)
Category (CAT)	(see B)	Month-to-Date	(see F)
Certified Forward Indicator (CF)	(see C)	Quarter-to-Date	(see G)
General Ledger (GL) Title	(see D)	Year-to-Date	(see H)

report
sample

GL	CAT	CF	GL YR	ACCOUNT NAME
A 13100			D	UNEXPENDED GENERAL REVENUE RELEASE
B 000000			E	CATEGORY NOT ON TITLE FILE
010000				SALARIES AND BENEFITS
*CF 010000		C		SALARIES AND BENEFITS

MONTH-TO-DATE	QUARTER-TO-DATE	YEAR-TO-DATE
F	G	H
0.00	0.00	0.00
825.55	825.55	1,401,603.68
0.00	0.00	0.00

Trial Balance by Fund Report

Report varies by type of fund

- General Revenue (GR) funds

FID begins with 000xxx	Expenditures are paid only if there is enough unexpended release
Only GR uses 13100 GL	
Funds are released quarterly for spending	13100 GL = unexpended release

report sample

DMAR01-12 AS OF 04/08/16		21000000000
		TRIAL BALANCE BY FUND
		APRIL 08, 2016
21 JUSTICE ADMINISTRATION		
2130 JUSTICE ADMINISTRATIVE COMMISSION		
10 1 000069 GENERAL REVENUE		
21300800 00 EXECUTIVE DIR/SUPPORT SVCS		
GL	GL ACCOUNT NAME	YEAR-TO-DATE
CAT CF YR	CAT DESCRIPTION	
13100	UNEXPENDED GENERAL REVENUE RELEASES	
000000	CATEGORY NOT ON TITLE FILE	0.00
010000	SALARIES AND BENEFITS	1,401,603.68
*CF 010000 C	SALARIES AND BENEFITS	0.00

Unexpended Release ≥ Expenses



Trial Balance by Fund Report

- Trust Funds (TF)

TFs begin with 20 Only TF uses 12*** GL

TF operate like a bank account TF have cash balances

TF are supported by depositing funds 12200 GL = unexpended release

Payments are made when there is enough **CASH** and if there is enough **unexpended release**

20 2 974021 INDIG DEFENS TF
21300800 00 EXECUTIVE DIR/SUPPORT SVCS

report sample

GL	CAT	CF	YR	CAT	DESCRIPTION
12100					UNRELEASED CASH IN STATE TREASURY
000000					CATEGORY NOT ON TITLE FILE
001500					TRANSFERS
107040					TR/DMS/HR SVCS/STW CONTRACT
12200					RELEASED CASH IN STATE TREASURY
107040					TR/DMS/HR SVCS/STW CONTRACT

Unexpended Release ≥ Expenses

** GL 12100 TOTAL

YEAR-TO-DATE

0.00
26,216.25
34,955.00-
8,738.75-



Cash ≥ Expenses

** GL 12XXX TOTAL

0.00



Trial Balance by Fund Report

Trust Funds (TF) cont.

How do I tell if a TF has sufficient cash?

Trial Balance by Fund Report

Trust Funds (TF) cont.

The net of the 12xxx GL represents **available CASH**

- GL 12100 is revenues received and expenditure release
- GL 12200 is **unexpended release**

21000000000
 TRIAL BALANCE BY FUND
 APRIL 08, 2016

12*** GL
 carries a
 debit
 (positive)
 balance

GL	CAT	CF YR	GL ACCOUNT NAME	DESCRIPTION	YEAR-TO-DATE
21			JUSTICE ADMINISTRATION		
2130			JUSTICE ADMINISTRATIVE COMMISSION		
20 2			974021 INDIG DEFENS TF		
21300800	00		EXECUTIVE DIR/SUPPORT SVCS		
12100			UNRELEASED CASH IN STATE TREASURY		
000000			CATEGORY NOT ON TITLE FILE		0.00
001500			TRANSFERS		26,216.25
107040			TR/DMS/HR SVCS/STW CONTRACT		34,955.00-
			** GL 12100 TOTAL		8,738.75-
12200			RELEASED CASH IN STATE TREASURY		
107040			TR/DMS/HR SVCS/STW CONTRACT		8,738.75
			Cash		
			** GL 12XXX TOTAL		0.00



Trial Balance by Fund Report

- How can you easily distinguish revenue from Expense categories?

GL	CAT
12100	
000000	
000100	
001225	
001500	
001800	
001801	
002801	
003800	
040000	
100255	
103224	
103605	
107040	



Trial Balance by Fund Report

- Most frequently used trial balance's GL groups:
 - 1**** Current Assets - debit (positive) balance
 - 13100 GR unexpended balances
 - 12*** TF cash remaining - net of 121** & 122**.
 - 12200 TF unexpended release
 - 6**** Revenue - credit (negative) balance
 - 7**** Expenditures - debit (positive) balance



Trial Balance by Fund Report

Remember – FLAIR is a double entry accounting system.

Revenues and expenditures normal offset is the 1**** GL

GL CAT	GL ACCOUNT NAME CF YR CAT DESCRIPTION	YEAR-TO-DATE
12100	UNRELEASED CASH IN STATE TREASURY	
001500	← TRANSFERS	A debit 55,873.50
107040	TR/DMS/HR SVCS/STW CONTRACT	74,498.00-
** GL 12100 TOTAL		18,624.50-
12200	RELEASED CASH IN STATE TREASURY	
107040	← TR/DMS/HR SVCS/STW CONTRACT	B credit 18,624.50
** GL 12XXX TOTAL		0.00
65700	TRANSFERS IN FROM WITHIN THE AGENCY	
001500	← TRANSFERS	A credit 55,873.50-
75900	TRANSFERS OUT TO OTHER AGENCIES	
107040	← TR/DMS/HR SVCS/STW CONTRACT	B debit 55,873.50

Trial Balance by ORG & Fund Report

- Same information as prior Trial Balance
- Financial picture at an ORG code level



- Sorted by ORG code and Fund



Trial Balance by ORG & Fund Report

DMAR01L-00 AS OF 03/31/16

21000000000

TRIAL BALANCE BY ORGANIZATION AND FUND
MARCH 31, 2016

21	JUSTICE ADMINISTRATION			
21	30 00 00 013	GARNISHMENT FEES		
20 2	339040	GRANTS & DONATIONS TF		
		ADMIN COMM (2002)		
21300800 00				
G-L		G-L ACCOUNT NAME		YEAR-TO-DATE
CAT				
12100		UNRELEASED CASH IN STATE TREASURY		
000000		CATEGORY NAME NOT ON TITLE FILE		3,683.64
000100		FEES		200.00
310322		SERVICE CHARGE TO GEN REV		1,000.00-
		** GL 12100 TOTAL		2,883.64
12200		RELEASED CASH IN STATE TREASURY		
310322		SERVICE CHARGE TO GEN REV		984.00
		** GL 12200 TOTAL		984.00
		** GL 12XXX TOTAL		3,867.64

DMAR01-12 AS OF 04/08/16

21000000000
TRIAL BALANCE BY FUND
APRIL 08, 2016

21	JUSTICE ADMINISTRATION			
2130	JUSTICE ADMINISTRATIVE COMMISSION			
20 2	339040	GRANTS & DONATIO		
21300800 00		EXECUTIVE DIR/SUPPORT SVCS		
GL		GL ACCOUNT NAME		YEAR-TO-DATE
CAT	CF YR	CAT DESCRIPTION		
		** GL 12XXX TOTAL		200,725.65

Merged Detail Journal by Fund

- Report contains every transaction including both the input and automated offset entries
- Report equals summarized amount on the Trial Balance report

Account Name	July 2012	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Total
Capital Stock	4600	4600	4600	4600	4600	4600	26800
Administrative Expenses	14707	17118	17178	17178	17178	17178	100680
Supplies	17105	28173	28173	28173	28173	28173	130000
Telephone	2273	2757	2757	2757	2757	2757	13000
Utilities	1050	12	12	12	12	12	60
Travel	18542	20810	20810	20810	20810	20810	83000
Insurance	840	960	960	960	960	960	4800
Depreciation	7030	9089	9089	9089	9089	9089	45445
Repairs	3645	4087	4087	4087	4087	4087	20435
Printing	1834	2166	2166	2166	2166	2166	10830
Postage	840	960	960	960	960	960	4800
Office Supplies	11890	12216	12216	12216	12216	12216	61080
Printing Expenses	65485	73704	73704	73704	73704	73704	368596
Telephone	416423	473194	473194	473194	473194	473194	2353808
Utilities	31041	35385	35385	35385	35385	35385	176930
Travel	1050	12	12	12	12	12	60
Supplies	92701	104070	104070	104070	104070	104070	520350
Printing	10965	90865	90865	90865	90865	90865	454325
Telephone	2273	2757	2757	2757	2757	2757	13000



Merged Detail Journal by Fund

Sort Order for the Report

Fund

General Ledger (GL)

Category

CFI

Primary Document Number
(PDN)

- Contains all GLs that have activity for the month
- Vendor name is **not** shown

Merged Detail Journal by Fund

DTHR04-19 AS OF 03/31/16

21000000000
 MERGED DETAIL JOURNAL BY FUND
 MARCH 31, 2016

DATE RUN 04/06/16
 PAGE 2195

210000 JUSTICE ADMINISTRATION
 2130 JUSTICE ADMINISTRATIVE COMMISSION
 20 2 339040 GRANTS & DONATIO
 21300800 00 EXECUTIVE DIR/SUPPORT SVCS

TRDT	TR	LBL5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	PDN	INVOICE	VENDOR NO	OCA	PPI	RTP
FT AI BPIN		PID QTY			CKNO	CKDT		SDN	ODN		DESCRIPTION	SUB VENDOR NO	GRANT	GY	
ENRT CY	PROJECT ID														
03/28/2016 0	51	0000706	A3	12200	220030	00		66.25-	000000	V029385	0001				A
03/28/2016 0	51	0000706	A3	12200	220030	00		66.24-	000000	V029388	0001				A
** CAT 220030 TOTAL								132.49-							
*** GL 12200 TOTAL								63,825.23-							
03/28/2016 0	51	0000706	A3	12200	220030	00		66.25-	000000	V029385	0001				A
03/28/2016 0	51	0000706	A3	12200	220030	00		66.24-	000000	V029388	0001				A
** CAT 220030 TOTAL								132.49-							
*** GL 12200 TOTAL								63,825.23-							
03/29/2016 0	30	0000013	01	61300	000100	00		100.00-	001080	C500073	GF3				I
** CAT 000100 TOTAL								100.00-							
*** GL 61300 TOTAL								100.00-							
03/28/2016 0	51	0000706	A3	71100	220030	00		66.25	860053	V029385	0001	915500	211010000442160010000		I
											BAR DUE REFD				
03/28/2016 0	51	0000706	A3	71100	220030	00		66.24	860053	V029388	0001	1068580	211010000452160020000		I
											BAR DUE REFD				
** CAT 220030 TOTAL								132.49							
*** GL 71100 TOTAL								63,825.23							



Expenditure Detail by Vendor

- Alphabetic listing of vendor payments
- Contains address shown on the check
- Includes JTs



Expenditure Detail by Vendor

- Contains **all** expenditures posted to 7**** GL records
- All vendors receiving payments during the month
- Sorts alphabetically

Sort Order for the Report

Vendor Type (Vendors then JTs)

Vendor Description

Transaction Date

Levels 3-5 ORG code

Fund

DTHR02-19 AS OF 03/31/16

2100000000

DATE RUN 04/06/16
PAGE 5

EXPENDITURE DETAIL BY VENDOR WITHIN DIVISION
MARCH 31, 2016

21 JUSTICE ADMINISTRATION
2130 JUSTICE ADMINISTRATIVE COMMISSION

Address on check

VENDOR NAME	TRDT	TR	L3L5	GL	CAT	CF	YR	VENDOR NO	AMOUNT	OBJ	ADDRESS	STATE	PROGRAM	INVOICE	FUND	FT	
AI PROJECT ID	OCA	PID	QTY	SDN	ODN	DESCRIPTION	SUB	VENDOR NO	GRANT	GY	CNTRT	CY					
A-1 COURT REPORTING								F593160345002			P.O. BOX 2005			SARASOTA		FL 34230	
03/17/2016	51	0000000	71100	103228	00				42.00	131414	V028659 0002	1203000000		JH4500	1010000692130080000	0	
											L00208593	16-0252					
03/17/2016	51	0000000	71100	103228	00				45.50	131417	V028659 0003	1203000000		JH4500	1010000692130080000	0	
											L00208593	16-0252					
***** VENDOR TOTAL									87.50								
ALAN R SOVEN, P.A.								F592147076001			1571 NW 13TH COURT			MIAMI		FL 33125	
03/01/2016	51	0000000	71100	103540	00				9,000.00	131654	V026728 0002	1203000000		87-009838	1010000692130080000	0	
											16009187						
***** VENDOR TOTAL									9,000.00								
DEPARTMENT OF HEALTH								64202141001642007003600190300			COUNTY HEALTH DEPARTMENT TRUST			SALES OF GOODS/SERVICES TO STA			
03/11/2016	51	0000000	71100	103541	00				100.00	461007	V028471 0001	1203000000		10682	1010000692130080000	0	
											L00208098	16-0958					
***** VENDOR TOTAL									100.00								
DEPARTMENT OF STATE								45602572001454001000000190300			RECORDS MANAGEMENT TRUST FUND-D			SALES OF GOODS/SERVICES TO STA			
03/18/2016	70	0000000	71100	040000	00				60.64	432000	V028785 0001	1602000000		649968	1010000692130080000	0	
											EJL6055 0001	L00208862	16-0366				
***** VENDOR TOTAL									60.64								

Batch #



Reports Overview

- Reports provide critical information when you can “crack the code”.



Need Assistance?

- Need some one-on-one assistance to better understand your reports or understand a report not discussed today?
- Need additional reports?
- Need an accounting report during the month?

JAC can assist, [help is available.](#)



Need Assistance?

RDS Contacts

Nona McCall

Deputy Director of Financial Services

850-488-2415 x231

Nona.McCall@justiceadmin.org

David Kosinski

Professional Accountant

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David.Kosinski@justiceadmin.org



Be On the Look Out

A new web based software is available for reviewing and print your RDS reports

- EOS Thin Client software provided by DFS
- JAC will directly contact each office about using the software over the next few months.

Questions?





JUSTICE ADMINISTRATIVE
COMMISSION



FLAIR Reconciliations

Michael Mauterer

Director of Financial Services

May 4, 2016

FLAIR Reconciliations - Objectives

- Understand the two accounting systems: Departmental FLAIR vs. State Accounts (CFO)
- Understand the importance of FLAIR Reconciliations
- Explain how differences between the two systems occur

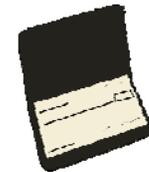
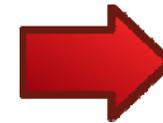


FLAIR Reconciliations - Departmental FLAIR vs. State Accounts (SA)

- Departmental FLAIR and State Accounts (CFO) are two separate systems
- Agency disbursement and revenue transactions are first generated in Departmental FLAIR
- DFS receives, audits and posts the transactions in their system - Central Accounting (or State Accounts)

FLAIR Reconciliations – Departmental FLAIR vs. State Accounts (SA)

- Monthly reconciliations are needed to ensure agency accounting transactions and monthly reports are accurate
- Trial balance reports for each circuit are reconciled with State Accounts to compare:
 1. Budget release (GL 13100 for GR & 12200 for TF)
 2. Revenue deposits (GR & Trust Funds)
 3. Cash balance for trust funds
 4. Expenditures (GL 7xxxx)
 5. Appropriation & Budget



FLAIR Reconciliations – Reasons for Differences

- Timing differences between voucher creation and issuance of payment
- Journal receipts from other agencies are not automated into Departmental FLAIR, must be manually input
- Timing difference for budget transfers posted to Central Accounting
- Errors

FLAIR Reconciliations

- For FLAIR reconciliation inquiries, please contact:

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FLAIR Reconciliations

- Questions?

