

Key Accounting Detail Fields

The **Encumbrance Number** and **Encumbrance Line Number** populate from the requisition.

Note: If the requisition is unencumbered but has an associated FLAIR encumbrance, enter the FLAIR encumbrance information in the applicable fields.

The **Contract Encumbrance Number** and **Contract Encumbrance Line Number** populate from the MFMP contract, if applicable.

The **Prior Period Indicator** allows the customer to select *M* or *Y* for the prior month or prior year when the encumbrance was established.

The **Contract** field allows FLAIR to automatically upload all PO, invoice and payment information to the Florida Accountability Contract Tracking System (FACTS).

To link all associated transactions, enter the FLAIR Contract ID found on the [FACTS website](#).

The **Grouping Character** field can be used to identify workloads or group vouchers for a purchase.

The **Description** field can be used to provide identifying information about the purchase. The field has a 16-character limit.

Split Accounting allows the cost of a line item to be split between different accounts, organizations or funds.

Bill To:	* A012h5fqmd.q (Real Est)
P Card Order?	<input type="checkbox"/>
Advanced Payment Indicator:	<input type="checkbox"/>
Encumbrance Number:	B25F61
Encumbrance Line Number:	4966
Contract Encumbrance Number:	
Contract Encumbrance Line Number:	
Available Balance Override Indicator:	<input type="checkbox"/>
Account Code:	72602696001724001000010085700
Organization Code:	72408020000 (FAC MGN)
Expansion Opt:	01
Opt Version:	03
Object Code:	243000 (REPAIRS/MAIN)
PriorPeriodIndicator:	(no value)
Budget Entity:	72400100 (FACILITIES I)
Int Budget Ind:	00 (FACILITIES MANAGE)
GAAFR Fund:	60 (INTERNAL SERVICE FUND)
External Fund:	(no value)
State Fund:	2 (TRUST FUND)
Fund Identifier:	696001 (SUPERVISION TRUST FUND DMS)
Category:	100857 (INTERIOR REFI)
Category Year:	00
State Program - Standard:	1601000000000000 (GC)
External Program:	00 (SET UP FOR EPROCI)
Grant:	(none selected)
Other Cost Accum:	(none selected)
Revolving Fund:	(no value)
Contract:	(none selected)
Agency Unique:	(none selected)
Contract Year:	(none selected)
Grant Year:	(none selected)
Project ID:	17006050 (CONTINGEN)
Ext Category:	(none selected)
Gen Led:	77200 (OPER. EXP.-CON)
Ext Category:	(none selected)
Gen Led:	77200 (OPER. EXP.-CON)
Encumbrance Gen Led:	94100 (ENCUMBRANCES)
Ext Gen Led:	(none selected)
Encumbrance Ext Gen Led:	(none selected)
Product ID:	(none selected)
Ext Object:	(none selected)
Other Doc Num:	
Grouping Character:	
BPIN:	-
Certified Forward Indicator:	N
Batch:	
Description:	
Quantity:	
Count:	
Transaction Fee Exempt?	<input type="checkbox"/>
Transaction Fee Exemption Reason:	(none selected)
Sub-Vendor:	
Encumbrance Date:	
Split Accounting	<input type="checkbox"/>

Select the **P Card Order?** box if the purchase order (PO) is being paid with a purchasing card.

Note: Only the Requester/On Behalf Of (OBO) and vendor can view the P Card information.

Select the **Advanced Payment Indicator** if the vendor will be paid in advance for the good or service.

Select the **Available Balance Override Indicator** to override FLAIR balance requirements.

Note: Only customers with the *ABOI* group may select this option.

The **Organization Code** populates based on the Requester/OBO profile.

The **Expansion Option** is available based on the selected Organization Code. Select the latest version unless otherwise directed by F&A staff.

The **Object Code** defaults based on the commodity code selected but can be updated as needed.

The **Certified Forward Indicator** field is used to mark unspent funds that will be used after the end of the fiscal year. To certify funds, change the *N* to *C*.

Select the **Transaction Fee Exempt?** box to exempt the vendor from paying the transaction fee on this order.

If selected, a **Transaction Fee Exempt Reason** will be required.

Note: Only customers with the *Transaction Fee Exempt* group may select this option.