

DATE: September 4, 2025

TO: Agency Addressed (No. 9 2025-2026)

FROM: Renée Hermeling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: FLAIR REPORTS ON COMPACT DISC BEING RETIRED

Currently the Florida Accounting Information Resource (FLAIR) system allows users to request FLAIR reports to be provided on compact disc (CD) using the Schedule Reports functionality. Once created, these CDs are provided to the agency by the Department of Financial Services, Office of Information Technology.

This feature is being retired as of October 31, 2025. Any reports scheduled to be produced after October 31 should be scheduled to print at the agency, or to be added to a Report Distribution System (RDS) Library by assigning the appropriate form identifier.

Please identify any reports that your agency is receiving on CD and modify the scheduled report request using the RP function in FLAIR before October 31.

If this change creates a hardship for your agency, please contact us at AcctAudPMT@myfloridacfo.com with details of the hardship.