

DATE: August 30, 2024

TO: Agency Addressed (No. 06, 2024-2025)

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

SUBJECT: INFORMATION WAREHOUSE FLAIR MASTER FILE ANALYSIS TOOL

The Department of Financial Services (DFS), Division of Accounting and Auditing (the Division) is continuing efforts to help agencies maintain valid Florida Accounting Information Resource (FLAIR) data in preparation for conversion into Florida Planning, Accounting, and Ledger Management (PALM). The Division and DFS's Office of Information Technology Information Warehouse Team have developed a resource tool to allow agencies to easily access Departmental FLAIR General Ledger Master Balance File (MBF) records.

The FLAIR Master File Analysis Tool is now available within WebFocus (Information Warehouse) for agency use. This tool allows agencies to extract FLAIR General Ledger MBF records into Microsoft Excel based on precise FLAIR accounting data combinations. Agencies can use this tool to analyze, research, and identify records that are incorrect or contain invalid data elements. A [FLAIR Master File Analysis Tool Job Aid](#) is available to help agencies navigate the new resource.

Agencies are encouraged to start using the FLAIR Master File Analysis Tool to evaluate and identify records that need to be corrected, reclassified, or eliminated. The Division will be providing additional guidance for correcting MBF records that contain inactive or purged data elements, as well as agency support around MBF cleanup efforts in the coming weeks.

As a reminder, the Division's Office of Florida Financial Education has published the FLAIR Master Balance Files online training to the People First Learning Management System. The online training gives agencies a fundamental overview for understanding, correcting, and maintaining valid FLAIR MBF records.

Should you have any questions or need assistance, please contact the Office of Florida Financial Education at DFSFinancialEd@MyFloridaCFO.com.