

DATE: October 17, 2024

TO: Agency Addressed (No. 10, 2024-2025)

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

SUBJECT: FLAIR MASTER BALANCE FILE CLEANUP OFFICE HOURS

The Florida Department of Financial Services, Division of Accounting and Auditing (A&A) is continuing efforts to help agencies recognize data management needs and establish best practices to maintain valid Florida Accounting Information Resource (FLAIR) data in preparation for conversion into Florida Planning, Accounting, and Ledger Management (PALM). The Division of Accounting and Auditing will be hosting a series of Master Balance Files Office Hours to answer agency specific questions as it pertains to data cleanup efforts.

Office Hours will be held via GoTo Webinar on the dates and times listed below.

Session 1: [Wednesday, October 23rd, 2024, from 9:00 AM – 11:00 AM](#)

Session 2: [Thursday, November 7th, 2024, from 1:30 PM – 3:30 PM](#)

Session 3: [Tuesday, November 19th, 2024, from 9:00 AM – 11:00 AM](#)

Registration is unlimited, allowing agencies to register for multiple sessions. Please use the session links above to register.

To prepare for the office hours or to start FLAIR Master Balance File (MBF) Cleanup, the *FLAIR Master File Analysis Tool* is available within WebFocus (Information Warehouse). This tool allows agencies to easily 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.

Furthermore, A&A has provided the *FLAIR Master Balances Files & Corrections* and *Statewide FLAIR Data Codes* online trainings in [People First LMS](#) to give agencies a fundamental overview for understanding, correcting, and maintaining valid FLAIR Master Balance File records and the data used to support these records.

Should you have any questions you wish to submit in advance or need agency-specific assistance with FLAIR Master Balance File cleanup, please contact A&A's Project, Training, and Change Management Team, previously known as the Office of Florida Financial Education, at DFSFinancialEd@MyFloridaCFO.com.