

DATE: March 8, 2024

TO: Agency Addressed (No. 15, 2023-2024)

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

SUBJECT: AGENCY FLAIR MASTER FILE CLEAN-UP APPROACH AND WORKSHOP

The Department of Financial Services (DFS) will be working with agencies on the Departmental Florida Accounting and Information Resource (FLAIR) Master File clean-up efforts for the eventual cutover to Florida Planning, Accounting, and Ledger Management (PALM). To facilitate this effort, DFS will conduct a workshop and provide a series of Excel files with each agency's specific Master File data. Each agency will need to review the data and decide if specific data should be deleted from the Master File. Based on each agency's approval, DFS will facilitate a systematic clean-up of the impacted data.

DFS intends to provide a series of Excel files to agency personnel for review, each with a specific identified purpose. Several iterations of the exercise are anticipated. For example, the first exercise will be a review of records that are mismatched due to the presence of a "C" in the CFI field in one record as opposed to the offsetting record that does not have a "C". Subsequent rounds will require a review of records with mismatches in the Accrual field, Program Components, OCAs, Budget Entities, etc. until the Master File is clean.

DFS will host a web-based workshop on **Tuesday, March 19, at 10:00 AM**, to discuss the Master File, provide details on DFS' approach to cleaning up the Master File, and to provide examples of how agency personnel can quickly, and efficiently review the records provided by DFS. The initial files will be provided before the workshop.

DFS requests agencies provide to [AcctAudPMT@myfloridacfo.com](mailto:AcctAudPMT@myfloridacfo.com) the names, email addresses, and telephone numbers of agency personnel who will be reviewing and validating the data no later than **Wednesday, March 13, 2024**. These contacts will receive the files to be reviewed and be invited to participate in the workshop.

Please send questions to [AcctAudPMT@myfloridacfo.com](mailto:AcctAudPMT@myfloridacfo.com).