

DATE: January 21, 2025

TO: Agency Addressed (No. 16, 2024-2025)

FROM: Renée Hermeling, Division 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. The Division of A&A will be hosting another series of Master Balance Files (MBF) Office Hours to allow agencies to meet with us to ask agency specific questions as it pertains to data cleanup efforts. Within this series, The Division of A&A will focus on Property and Project records, but additional questions outside the identified topic may be asked during each session. Please use the session links below to register. Registration is unlimited.

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

Session 1 – Property Records: [Wednesday, February 5, 2025, from 9:00 AM – 11:00 AM](#)

Session 2 – Project Records: [Wednesday, February 12, 2025, from 1:00 PM – 3:00 PM](#)

To prepare for the office hours or to start FLAIR 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.

Moreover, the Division of 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 MBF 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 MBF cleanup, please contact the Division of A&A's Office of Florida Financial Education, at DFSFinancialEd@MyFloridaCFO.com.