FLAIR Master Balance File Clean-Up Office Hours:
Property Records

Department of Financial Services, Division of Accounting and Auditing

Property - Things to Consider

- Is the property still in use?
  - Should it be disposed of?
- Does the record need to be converted?
- Is property record complete?
  - All required information has been applied to the record
  - When was the property record completed
- Is property tied to inactive codes?
  - Are codes controlled by agency or enterprise-wide?
- Is property an attractive item?

Property Cleanup Solution

- **General**
  - FLAIR Property Sub-system has limitations that require work arounds.
  - Some property items are not fixable in FLAIR. Agencies must log these items and add them into Florida PALM post go-live.
- **Incomplete Record**
  - Review property record and assign necessary values.
  - Determine when record was completed. Depending on when mock data was pulled for conversion, the completed record may not have been a valid record at that point in time.
  - Identify and log to confirm conversion on next mock conversion.
- **Inactive Codes**
  - If agency controlled, reactivate data code on Title File to correct property record then inactivate it.
  - If DFS controlled, create a log of these property items that cannot be fixed in FLAIR to add once live in Florida PALM.

Property Cleanup Solution

Attractive Items
- These items may not have data fields needed for conversion:
    - Category
    - Life (Useful Life)
    - Fund Code
    - Budget Reference
    - Property Name
    - Property Description
    - Depreciation
- If the data elements above are blank and property item is attractive, the following criteria must be met for the attractive item to convert:
    - 1. CAPITALIZATION-SW (Depreciation Method Code) value = '0' (To capitalize later)
    - 2. COST (Property Acquisition Amount) value = <$5K

Non-Attractive Items
- If the data fields above are left blank, the property item will not be included in conversion

Current OIT Data Cleansing Process

FLAIR Departmental General Ledger and Contract/Grant Master File Data Cleanse
Data Requirements for Agency GL/CG Master File Data Cleanse Input File Spreadsheet by Type
SAMPLE

Request Types	COLUMN OF DATA AGENCY INPUT VALUES ON SPREADSHEET								
	A	B	C	D	E	F	G	H	I
OLO and Fund ID	OLO (6)	FID (6)							
OLO and Budget Entity	OLO (6)	BE (8)							
OLO and Category	OLO (6)	CAT (6)							
OLO and GAAFR Type and SF Type and Fund ID and Budget Entity and Internal Bdgt Ind	OLO (6)	GF (2)	SF (1)	FID (6)	BE (8)	IBI (2)			
OLO and GAAFR Type and SF Type and Fund ID and Budget Entity and Internal Bdgt Ind and Category	OLO (6)	GF (2)	SF (1)	FID (6)	BE (8)	IBI (2)	CAT (6)		
OLO and GAAFR Type and SF Type and Fund ID and Budget Entity and Internal Bdgt In and Category and Approp Yr and General Ledger	OLO (6)	GF (2)	SF (1)	FID (6)	BE (8)	IBI (2)	CAT (6)	YR (2)	GL (5)
OLO and General Ledger	OLO (6)	GL (5)							
OLO and Grant	OLO (6)	GRT (5)							
OLO and Other Cost Accumulator	OLO (6)	OCA (5)							

Agency Questions

Resources

- FLAIR Master File Analysis Tool Job Aid
- FLAIR Master Balances Files & Corrections – People First LMS
- Statewide FLAIR Data Codes – People First LMS
- Data Management Best Practices – Data Management Workgroups
- Data Management Resources Master List (Reports) - Data Management Workgroups

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