

FLAIR Master File Analysis Tool Job Aid

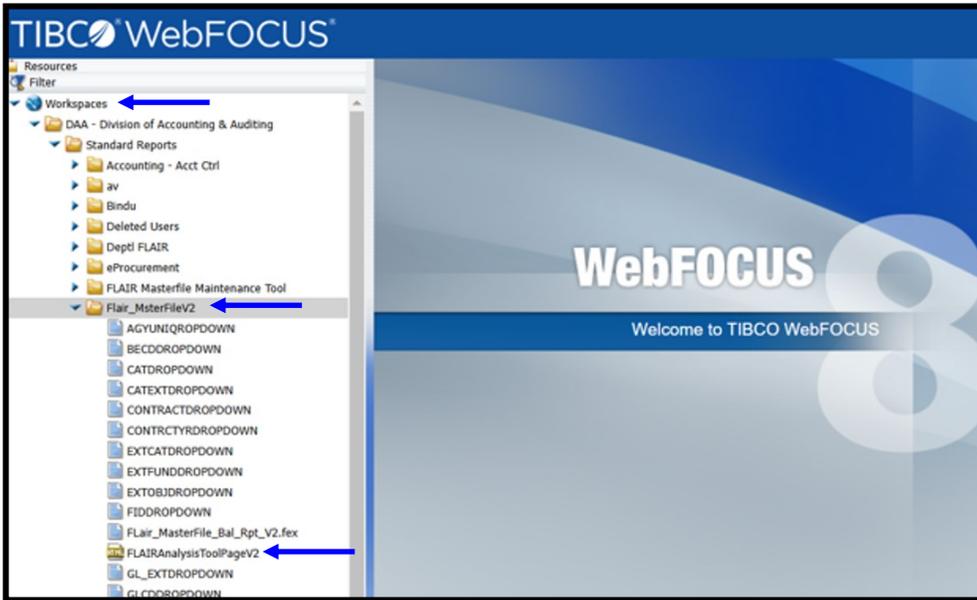


As the State of Florida prepares to implement Florida PALM, it is critical for agencies and the Department of Financial Services (DFS), the Division of Accounting & Auditing (A&A), to evaluate and cleanup data on our FLAIR General Ledger Master Balance File (MBF). The FLAIR Master File Analysis Tool was created to assist agencies in evaluating and cleaning up Departmental MBF data. This tool allows agencies to easily extract MBF records into Microsoft Excel using FLAIR accounting data combinations. This allows agencies to research and identify records that are incorrect or contain invalid data elements.

The General Ledger MBF records and maintains a summation of all ongoing general ledger balances based off the information input into FLAIR transactions. Transactions themselves are not recorded to this file, but the effect of each transaction will cause the balances on this file to increase or decrease.

The information below provides detailed information on how to use the FLAIR Master File Analysis Tool.

1. Log into WebFocus and locate the **Standard Reports** folder within My Workspace.
2. Locate the FLAIR Masterfile Maintenance Tool, **Flair_MasterFileV2 Folder**.
3. Right-Click on **FLAIRAnalysisToolPageV2** and select **View** to launch the Tool.



4. Once the Tool is launched, the page below will appear for users to select and input the data elements for the desired Master File records.

Please note: Using refined criteria will result in more precise results.

* = Mandatory Field

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5. The user's agency OLO will auto populate, and the user has the criteria options listed below:

- **GAAFR Fund (required)***
- **State Fund (required)***
- **Fund Id (required)***
- **Budget Entity** (Optional)
- **Internal Budget Indicator (IBI)** (Optional)
- **Category** (Optional)
- **Year (YR)** (Optional)
- **Grant** (Optional)
- **Grant Year** (Optional)
- **Contract** (Optional)
- **Contract Year** (Optional)
- **Other Cost Accumulator (OCA)** (Optional)
- **Org L2-L5** (Optional)
- **Agency Unique** (Optional)
- **General Ledger Code** (Optional)
- **Object Code (OBJ)** (Optional)
- **State Program** (Optional)
- **Product ID** (Optional)
- **External Fund** (Optional)
- **External General Ledger** (Optional)
- **External Object** (Optional)
- **External Program** (Optional)
- **Certified Forward** (Optional)
- **Project ID** (Optional)
- **Accrual Indicator** (Optional)
- **External Category** (Optional)
- **Record Status** (Optional)

6. Once all desired fields have been entered, click **Run**.

7. Upon completion of the tool running, user will receive a notification that an Excel file has been created.

8. Locate and open Excel file for further analysis.

9. If the criteria used does not match the data within the Master File records, the user will see the message: *There is no data for your request. If you believe this to be an error, please contact the DFS Helpdesk for assistance from the FLAIR Information Data Warehouse Team. Contact: Help.Desk@MyFloridaCFO.com.*

Please note:

- If search does not return any results, the user should double-check that the data elements are correct and re-run prior to contacting the Help Desk.
- If the report times out, the number of records returned is too large to pull in the allotted time. The user will need to modify the criteria to reduce the size of available records.

Additional Resources:

WebFocus (Information Warehouse): <https://fs.fldfs.com/iwpapps/iwhome.shtml>

FLAIR Manuals: <https://myfloridacfo.com/division/aa/manuals>

FLAIR Master Balance Files Online Training: [People First LMS](#)

Office of Florida Financial Education website: <https://myfloridacfo.com/division/aa/training>

Office of Florida Financial Education Contact: DFSFinancialEd@MyFloridaCFO.com