

DATE: October 8, 2026

TO: Agency Addressed (No. 11, 2026-2027)

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

SUBJECT: ASSET ACTIVITIES REQUIRED FOR FLORIDA ACCOUNTING
INFORMATION RESOURCE (FLAIR) AND FLORIDA PALM CUTOVER

The Department of Financial Services (DFS), Division of Accounting and Auditing (the Division) issued Agency Addressed Memorandum (AA Memo) Number (No.) 8, 2026-2027, on September 25, 2026, providing information related to the Florida Accounting Information Resource (FLAIR) and Florida Planning, Accounting, and Ledger Management (PALM) cutover activities for DFS and state agencies. This memorandum provides additional information related to the specific asset activities required before the cutover from FLAIR to Florida PALM.

Assets must be recorded with complete accounting records and be in active status in the FLAIR Property Master File to properly convert to Florida PALM. The table below defines the FLAIR Property Status codes and the Florida PALM conversion action for each.

FLAIR PROPERTY ASSET DISPOSITION STATUS CODES				FLORIDA PALM CONVERSION
Code	Long Title	Definition	Status	
BLANK	Active	Active Asset	Active	Converted
1	Sold	Sold - no longer an asset of the agency	Disposed	Not Converted
2	Traded	Traded - no longer an asset of the agency	Disposed	Not Converted
3	Junked	Junked - no longer an asset of the agency	Disposed	Not Converted
4	Lost or Stolen	Lost or Stolen – upon BFR approval, no longer an asset of the agency	Disposed	Not Converted
5	Deleted	Deleted - no longer an asset of the agency	Disposed	Not Converted
7	Casualty Loss	Casualty loss - no longer an asset of the agency	Disposed	Not Converted
8	Lost or Stolen Pending DFS Approval	Identified missing/stolen during inventory, active asset of the agency for a minimum of 2 inventory cycles, and depreciation is put on old.	Active	Converted with a status of suspended

The Bureau of Financial Reporting will be providing each agency contact with the agency's FLAIR Property Master File data that includes an analysis of corrections needed to convert the assets to Florida PALM properly and comprehensive instructions to make the necessary corrections.

The last day to complete asset cleanup and make necessary updates/corrections in FLAIR Property Master File is November 30, 2026.

If this activity is not completed on time, the asset may not be converted and will need to be added by the agency after Florida PALM go-live.

After the asset cleanup has been completed, depreciation for all active assets must be completed. The depreciation results need to be reviewed upon the completion of depreciation and adjusted as required.

Depreciation for all active assets must be run in FLAIR through December 2026 for accurate conversion.

The last day to complete asset depreciation in FLAIR is December 10, 2026. Once depreciation is complete, review the results and adjust as required.

If this activity is not completed on time, the asset may not be converted accurately and adjustments to correct depreciation will need to be processed by the agency after Florida PALM go-live.

Please contact the Bureau of Financial Reporting at FinancialReporting@MyFloridaCFO.com if you have any questions.