

DATE: June 9, 2025

TO: Agency Addressed (No. 29, 2024-2025)

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

SUBJECT: FLAIR MASTER BALANCE FILES JOB AIDS

The Department of Financial Services is pleased to introduce three new job aids designed to assist agencies in managing the Florida Accounting Information Resource (FLAIR) Master Balance Files clean up efforts to support conversion activities from FLAIR to Florida Planning, Accounting, and Ledger Management (PALM). These new job aids provide information and resources that will help guide agencies through the Master Balance Files data clean-up efforts.

Below are the three Master Balance Files Job Aids:

1. [The “How” and “Why” of Master Balance Files](#)
This Job Aid provides insight into how the FLAIR Master Balance files work and why managing Master Balance Files to support the transition from FLAIR to Florida PALM is important.
2. [Master Balance File Data Clean-Up-Nine \(9\) Cleanse Options Job Aid](#)
This Job Aid covers the existing data cleanse processes that help to facilitate bringing Year-to-Date and/or Life-to-Date balances to zero. The process of bringing the balance to zero will allow the records to purge from the Master Balance File. These cleanse options can assist agencies with managing specific data values.
3. [Master Balance File Data Clean-Up - Departmental \(IW\) Tables, Reports, and Resources](#)
This job aid identifies essential Information Warehouse (IW) and FLAIR tables to support agencies in reviewing and managing Master Balance File data. This Job Aid also provides guidance on accessing existing data and developing custom reports using the IW through WebFocus.

Additional resources that were gathered during the Data Management Project are available on the Division of Accounting & Auditing’s website under the [Data Management Project section](#).

To view all published FLAIR Job Aids, visit: [Training | Job Aids](#) and for the Florida PALM Job Aids, visit: [End User Training](#). The websites are updated periodically as new job aids are developed so be sure to check back often.

If you have any questions, email: dfsfinancial@myfloridacfo.com.