

DEPARTMENT OF FINANCIAL SERVICES

# FLAIR Master Balance File Clean-Up Office Hours: Project Records

Department of Financial Services, Division of Accounting and Auditing  
& The Florida PALM Project

CFO JIMMY PATRONIS

# General Cleanup Guidance

- Review and clean up subsidiary files (encumbrances, receivables, payables, cash receipts, etc.) before tackling Master Balance Files.
  - Every transaction affects the Master Balance File.
- FLAIR Master Balance File drives your Trial Balance Report.
  - How will changes to your Master Balance File impact Financial Reporting?
  - What is being reported in our Financial Statements and is it reflective of your agency's current activities?
  - Are there things on the Departmental Trial Balance Report that are not included on your agencies Working Trial Balance Report?
- Focus efforts on records and data elements that will be converted and used in Florida PALM.
- OIT data cleansing process is available.

# 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)							

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## Ice Breaker

Will your agency be converting project information for non-Fixed Capital Outlay (FCO) Projects?



## Ice Breaker

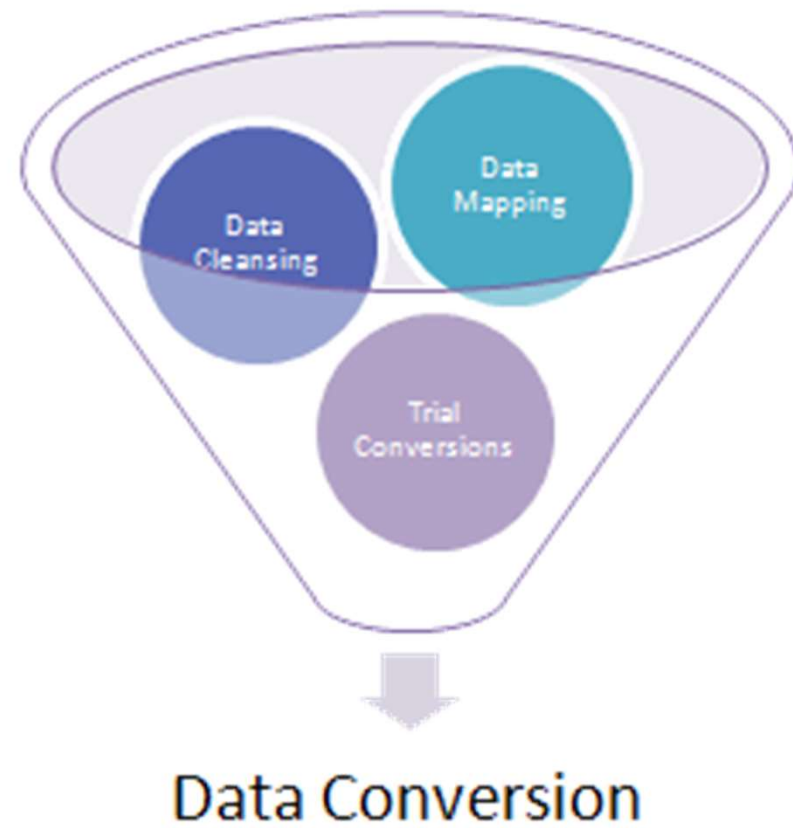
Does your agency track FCO in FLAIR with Project ID at a transactional level?

# Projects - General Cleanup Guidance

- Does the Project need to be converted to Florida PALM?
  - Is the Project tied to FCO?
  - Will your agency be using the PCC001 to convert projects that are not tied to FCO?
    - If no, confirm that the balances are correct at a higher ChartField string such a Fund, BE, Category, and Appropriation Year.
  - Is the Project used on transactions in FLAIR?
    - Projects that are not tracked at the FLAIR transactional level should be manually added to Florida PALM at go-live.
- Are Master Balance File records correct in FLAIR?
- Is the Project still active on the FLAIR Title File?
- Are there any subsidiary or property records tied to an inactive Project?
  - **Note:** Property and subsidiary records should be closed out or transferred when a Project is closed.

# Clean-up for Conversion

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## PCC001 - Projects (for Accounting Purposes)

- Projects tied to FCO and on the FLAIR Master Balance File may be converted for tracking within the Project Costing Module.
- Review Projects in FLAIR to determine if the Project is active and that the information up-to-date and correct.
- Does the Project have a start and end date in FLAIR?
  - Is end date prior to Florida PALM go-live?
  - Is the end date reasonable?

**Reminder:** Projects that are not tracked at the FLAIR transactional level should be manually added to Florida PALM at go-live.

# Project Information

```
PJ02                                02/26/2025  08:03:33
                                PROJECT INFORMATION - INQUIRY
AGENCY PROJECT NUMBER 999999999999          TOTAL PROJECT AMT          300000.00
SHORT TITLE GARAGE                          AMT CORRELATED
ORIGINAL AMOUNT          300000.00          AMT OF AMENDMENTS
LONG TITLE EMPLOYEE PARKING GARAGE
COUNTY          37  ACREAGE          PROJ TYPE          PROJ STATUS          SC A
OTHER PROJ NUM          BEGIN DATE 09302024  END DATE 09302026  OFS
TYPE APPROP          DGS DELEGATED          PROG APPROVED          PURCH COMPL
ARCH/ENG CNTRT LET          CONST. CNTRT          FORCE ACCT
ORGANIZATION CODES

CONTRACTOR VENDOR IDS
                                ARCHITECT/ENGINEER VENDOR ID
APD          AGENCY PROJECT DIRECTOR NAME
AGENCY USE (1)
            (2)
            (3)
            (4)
            (5)
            (6)
            (7)
            (8)
            (9)
            (10)
NEXT: REC TYPE A  SEL OPT I  PROJECT NUM          AMD          CONTRACTORS
      OTHER PROJ NUMBER                                     TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP          FWD
```

## PCC002 - Projects Life-to-Date Balances

- This conversion is optional.
- The Project must have an Active status in FLAIR.
- The Project value must be included in PCC001 and marked for conversion.
- The Project Transaction must be recorded against a FLAIR Expense GL Code (7\*\*\*\*), or Revenue GL Code (6\*\*\*\*).
- Each summarized record must have a valid Florida PALM ChartField string within the Crosswalk based on the FLAIR 29-digit Account Code.
- The Project transactions must not equal zero when summarized to a single Florida PALM ChartField string.
- Summarized expense records must be positive; negative expenditures will not be converted.
- Atypical balances such as negative expenditures and positive revenues:
  - Negative Expenditures – These are likely caused by auto TR99s occurring with the incorrect Project ID recorded, or the current expenditure refunds being recorded with a Project ID that differs from the original expense.
  - Positive Revenues – These could be correct but should be verified and corrected as needed.

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## Projects – PCC002 – Atypical Balances

### Example of a Project with an Atypical Expense balance

BU	Project ID	Account	Fund	Budget Entity	Category	Analysis Type	FLAIR GL	Accounting Date	Transaction Date	Budget Date	Accounting	FLAIR Amount	Florida PALM Amount	
													Expense	Revenue
43000	43311000027	656006	00079	43200100	001800	REV	6XXX	07/12/2024	07/12/2024	07/01/2025	Credit	\$ (217.86)	\$ -	\$ 217.86
43000	43311000027	720006	00079	43200100	040000	ACT	7XXX	07/12/2024	07/12/2024	07/01/2025	Debit	\$ 1,692.20	\$ 1,692.20	\$ -
43000	43311000027	720006	00079	43200100	100777	ACT	7XXX	07/12/2024	07/12/2024	07/01/2025	Credit	\$ (82,500.98)	\$ -	\$ -
PC Project Totals													\$ 1,692.20	\$ 217.86

Atypical Expenses will not be converted

### Example of a Project with an Atypical Revenue balance

BU	Project ID	Account	Fund	Budget Entity	Category	Analysis Type	FLAIR GL	Accounting Date	Transaction Date	Budget Date	Accounting	FLAIR Amount	Florida PALM Amount	
													Expense	Revenue
43000	21	656006	39300	43300400	001510	REV	6XXX	07/12/2024	07/12/2024	07/01/2025	Credit	\$ (4,571,134.06)	\$ -	\$ 4,571,134.06
43000	21	656006	39300	43300400	001800	REV	6XXX	07/12/2024	07/12/2024	07/01/2025	Credit	\$ (7,411.70)	\$ -	\$ 7,411.70
43000	21	720006	39300	43300400	100851	ACT	7XXX	07/12/2024	07/12/2024	07/01/2025	Debit	\$ 3,644,684.30	\$ 3,644,684.30	\$ -
43000	21	656006	39300	43300500	001500	REV	6XXX	07/12/2024	07/12/2024	07/01/2025	Debit	\$ 79,184.12	\$ -	\$ (79,184.12)
43000	21	656006	39300	43300500	001510	REV	6XXX	07/12/2024	07/12/2024	07/01/2025	Credit	\$ (462,881.11)	\$ -	\$ 462,881.11
PC Project Totals													\$ 3,644,684.30	\$ 4,962,242.75

Atypical Revenue will be converted, agencies should ensure this atypical balance is correct.

The background of the slide is a dark, textured surface filled with numerous question marks of varying sizes and opacities. Some question marks are sharp and light-colored, while others are blurred and darker, creating a sense of depth and repetition.

# 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](#)
- [Florida PALM Knowledge Center](#)
- [Florida PALM Conversion Catalog](#)

## Contacts

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### OIT

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