

DATE: February 7, 2025

TO: Agency Addressed (No. 18, 2024-2025)

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

SUBJECT: FLAIR MASTER BALANCE FILE CLEANUP OFFICE HOURS UPDATES

Please be advised that the Florida Accounting Information Resource (FLAIR) Master Balance File (MBF) Cleanup Office Hours Session 2 – Project Records that was originally scheduled for Wednesday, February 12, 2025, from 1:00 PM – 3:00 PM has been rescheduled to Wednesday, February 26, 2025, from 10:00 AM – 12:00 PM. This session will focus on assisting agencies in understanding Project data and cleaning up records as they pertain to the FLAIR MBF.

Office hours will be held via GoTo Webinar. Individuals who have already completed registration will not need to re-register. To register for this session, please use the link below. Registration is unlimited.

Session 2 – Project Records: [Wednesday, February 26, 2025, from 10:00 AM - 12:00 PM](#)

To prepare for the office hours or to start FLAIR MBF Cleanup, the *FLAIR Master File Analysis Tool* is available within WebFocus (Information Warehouse). This tool allows agencies to easily extract FLAIR General Ledger MBF records into Microsoft Excel based on precise FLAIR accounting data combinations. Agencies can use this tool to analyze, research and identify records that are incorrect or contain invalid data elements. A [FLAIR Master File Analysis Tool Job Aid](#) is available to help agencies navigate the new resource.

Moreover, the Division of Accounting and Auditing (A&A) has provided the *FLAIR Master Balances Files & Corrections* and *Statewide FLAIR Data Codes* online trainings in [People First LMS](#) to give agencies a fundamental overview for understanding, correcting, and maintaining valid FLAIR MBF records and the data used to support these records.

Should you have any questions you wish to submit in advance or need agency-specific assistance with FLAIR MBF cleanup, please contact A&A's Office of Florida Financial Education, at DFSFinancialEd@MyFloridaCFO.com.