

FLAIR Course Descriptions March 2008

	Course Name	Course Length	Course Times	Course Description
1	Auxiliary Files	2 day course	8:30-5:00 daily	Building and maintaining of the four major FLAIR auxiliary files: access control file, expansion files, title files and vendor files. Students will practice setting up these files with many hands-on activities. (This class was formerly called: Preliminary Steps.)
2	Contracts and Grants Sub-system	2 day course	8:30-5:00 daily	An overview of the Contracts and Grants subsystem is the essence of this course. Adding, inquiry, updating contract, grant and project records, letter of credit file and more using the C & G subsystem will be discussed. Students will practice entering transactions with many hands-on activities
3	Managed Reporting Environments (MRE) for the FLAIR Information Warehouse (IW)	1 day course	8:30-5:00	The Information Warehouse is a storage database storing agency and central accounting transactions and transactional data. This class teaches how to set up and execute reports extracting data from the Information Warehouse using a web-based product: MRE. Students will practice using MRE with many hands-on activities. <u>Note: A license is required to use MRE. Students will be limited to those who currently have an MRE license, have applied for a license or plan to get one.</u> <i>Agency MRE Administrators should call the DFS Help Desk to obtain a license: 850-413-3190.</i>
4	Property Sub-System and Asset Accounting	2 day course	8:30-5:00 daily	Both the accounting and the non-accounting (custodial) functions of the property sub-system will be covered. Students will practice entering transactions with many hands-on activities. <i>Note: a thorough knowledge of the FLAIR chart of accounts, FLAIR transaction codes, and an understanding of the 29-digit FLAIR account code are recommended before taking this class.</i>
5	Purchasing Card – Agency Administration	½ day course	8:30-12:30	Setting up FLAIR P-Card related security, card-holders, groups, approvers, and tables that support the Purchasing Card function. Recommended for agency P-Card administrators only. Students will practice P-Card administration with many hands-on activities

**Please view the FLAIR Education and Training Calendar of Classes from the FLAIR Website:
<https://flair.dbf.state.fl.us> To register send a request to: FLAIRTraining@fldfs.com**

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6	Purchasing Card for Approvers	½ day course	8:30-12:30	Approving P-Card purchases in FLAIR as a card-holder, Level 2-7 Approver, and a budget/fiscal office approver. Students will practice entering transactions with many hands-on activities
7	Report Distribution System (RDS) for End-Users	½ day course	8:30-12:30	A basic overview of RDS for end-users is presented. That overview includes: viewing reports on-line, partial printing of reports, search and find features, Boolean logic and more. Students will practice using RDS with many hands-on activities.
8	Report Distribution System (RDS) Agency Administration	½ day course	8:30-12:30	The maintenance of the Report Distribution System for the agency RDS administrator is covered. Students will learn about and set up forms and user profiles. Splitting of reports will also be discussed. Students will practice copying forms and profiles and creating a report split with hands-on activities.
9	Transactions	4 day course	8:30 – 5:00 daily	An overview of the FLAIR (SAMAS) subsystem including history and features of the system. It specifically covers the many accounting transactions including: disbursements, receipts, budgets, reports, payables, encumbrances, certifications forward processing and more. Students will practice entering transactions with many hands-on activities.

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