

	Course Name	Course Length	Course Times	Course Description
1	Asset Management (Property)	1 1/2 day course	8:30-5:30 (Day 1) 8:30-12:30 (Day 2)	Accounting and non-accounting (custodial) functions of the property sub-system are covered during this course. Students will practice entering transactions. <b>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 prior to taking this course.</b>
2	Managed Reporting Environment (MRE) for the FLAIR Information Warehouse	1 day course	8:30-5:30	The Information Warehouse is a storage database containing agency and central accounting transactions and transactional data. Students are taught how to set up and execute reports that extract data from the Information Warehouse using a web-based product: MRE. Students will practice using the Managed Reporting Environment.
3	Purchasing Card for Approvers	1/2 day course	8:30-12:30	This course discusses approving purchasing card transactions in FLAIR at all levels. This course also discusses documentation required to process a purchasing card transaction, as well as the reconciliation of purchasing card transactions. Students will practice entering transactions.
4	Report Distribution System (RDS) Agency Administrator	1/2 day course	8:30-12:30	This course covers the maintenance of RDS for agency administrators. Students will become familiar with setting up forms and user profiles as well as splitting of reports. Students will practice copying forms and profiles and creating a report split.
5	Report Distribution System (RDS) End User	1/2 day course	8:30-12:30	This course provides a basic overview of the Report Distribution System for end-users. The overview includes: viewing reports on-line, partial printing of reports, search and find features, Boolean logic and more. Students will practice using RDS.

**To register send a request via email to [FLAIREducation@myfloridacfo.com](mailto:FLAIREducation@myfloridacfo.com).**