

DATE: March 18, 2008
TO: Agency Addressed (No. 08, 2007-2008)
FROM: Douglas A. Darling, Director
Division of Accounting and Auditing
Department of Financial Services
SUBJECT: FLAIR CLASSES

The Department of Financial Services is offering the following classes for agency fiscal staff:

Contracts and Grants Sub-System	2 day course	April 8-9, 2008
FLAIR Transactions	4 day course; three classes offered	April 14-17, 2008 May 12-15, 2008 June 2-5, 2008
Managed Reporting Environment (MRE) for the Information Warehouse	1 day course; two classes offered	April 21, 2008 June 11, 2008
RDS Agency Administration	½ day course	April 29, 2008
Property System and Asset Accounting	2 day course	May 6-7, 2008
Purchasing Card for Approvers	½ day course	May 20, 2008
Purchasing Card Agency Administration	½ day course	May 29, 2008

Descriptions of the above courses can be viewed at the Flair Education and Training website <http://myfloridacfo.com/aadir/FLAIReducationandtraining.htm>. Requests for class registration should be sent to FLAIRTraining@fldfs.com.

Classes are held in Tallahassee and are free to agency employees.