

DATE: August 10, 2010
TO: Agency Addressed (No. 02, 2010-2011)
FROM: Kimberly D. McMurray
Division of Accounting and Auditing
Department of Financial Services
SUBJECT: FLAIR CLASSES FOR SEPTEMBER 2010

The Department of Financial Services is pleased to announce the following FLAIR classes for agency fiscal staff:

FLAIR Basics (Pre-requisite for FLAIR Expenditures and Revenue)	2 day course	Sept. 1 – 2, 2010 Sept. 8 – 9, 2010 Sept. 21 – 22, 2010
FLAIR Expenditures	2 day course	Sept. 14 - 15, 2010 Sept. 28 - 29, 2010
Report Distribution System (RDS) End User	1/2 day course	Sept. 10, 2010
Purchasing Card for Approvers	1/2 day course	Sept. 17, 2010
Report Distribution System (RDS) Administrator	1/2 day course	Sept. 24, 2010
Managed Reporting Environment (MRE)	1 day course	Sept. 30, 2010

Descriptions of the above courses are available on the FLAIR Education website at <http://www.myfloridacfo.com/aadir/EnterpriseEducation/FLAIReducation.htm>. To register for a class, send your request to FLAIREducation@myfloridacfo.com. Please provide the following information: Agency name, last name, first name, phone number, email, supervisor's name and phone number.

All FLAIR classes are held in Tallahassee and free of charge to agency employees.