

DATE: December 15, 2010

TO: Agency Addressed (No. 14, 2010-2011)

FROM: Wayne Johnson
 Division of Accounting and Auditing
 Department of Financial Services

SUBJECT: FLAIR CLASSES FOR JANUARY- APRIL 2011

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

COURSE TITLE	LENGTH OF COURSES	DATES OF COURSES
FLAIR Basics (Pre-requisite for FLAIR Expenditures and Revenue)	1-1/2 days	January 5-6, 2011 February 22-23, 2011 March 7-8, 2011 April 5-6, 2011
FLAIR Expenditures	2 days	February 1-2, 2011 March 22-23, 2011 April 19-20, 2011
FLAIR Revenue	1-1/2 days	January 25-26, 2011 March 30-31, 2011 April 27-28, 2011
FLAIR Contracts & Grants	1-1/2 days	April 12-13, 2011
Property	2 days	February 8-9, 2011
Report Distribution System (RDS) End User	1/2 day	January 7, 2011 February 15, 2011
Purchasing Card for Approvers	1/2 day	January 20, 2011 February 18, 2011
Report Distribution System (RDS) Administrator	1/2 day	March 1, 2011
Managed Reporting Environment (MRE)	1 day	January 11, 2011 March 3, 2011

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 currently held at the Fletcher Building in Tallahassee and are free of charge to agency employees.