FLAIR EDUCATION COURSES

COURSE TITLE	DESCRIPTION OF COURSES	LENGTH/ TIMES
ASSET MANAGEMENT (PROPERTY)	Accounting and non-accounting (custodial) functions of the property sub-system are covered during this course. Students will practice entering transactions. *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 enrolling in this course.*	1 Day 8:30 - 4:30
FLAIR CONTRACTS & GRANTS	This course provides an in-depth view of the use of Contracts, Grants and Project Information Files within the FLAIR Contracts and Grants Sub-System (Chapters 1 thru 8- Contracts and Grants Procedures Manual). The course also provides details of how the Contracts and Grants Sub-System Files assists agencies with budget allocations (FLAIR Manual Chapter 10), expenditure and budget transactions (FLAIR Manual Chapters 9, 10, 11, 13, 14, 16, 17 and 18) and reports (FLAIR Manual Chapter 22) generated in FLAIR. Students will have hands on activities for each information file.	1 1/2 Days Day 1 – 8:30 - 4:30 Day 2 – 8:30 – 12:30
FLAIR BASICS **(Qualifies for CPE credits)**	This course provides an introduction to governmental accounting and FLAIR concepts. Includes introduction to FLAIR Master Data codes (Chapters 1 and 2); Expansion Options (Chapter 6); Title Files (Chapters 4, 5 and 7); FLAIR Budgeting and the Comprehensive Annual Financial Report (CAFR), (Chapters 8 and 10). Students will become acquainted with accounting terms and receive activities re-emphasizing the terms. **This class is a prerequisite to FLAIR Expenditures and Revenue.**	2 Days 8:30 - 4:30
FLAIR EXPENDITURES **(Qualifies for CPE credits)**	This course provides an in-depth view of FLAIR expenditure transactions. This includes accounting and FLAIR terminology (Chapters 2 – 7), encumbered and non-encumbered transactions (Chapters 8, 11, 13, 18, and 19), expenditure corrections (Chapter 9), and supporting documentation (Chapters 21, 22, 26, and 31). Central FLAIR functions related to expenditures will also be discussed (Chapters 24, 28, 30, 32, and 37). Students will practice entering transactions.	2 Days 8:30 – 4:30
MANAGED REPORTING ENVIRONMENT (MRE) FOR THE FLAIR INFORMATION WAREHOUSE **(Qualifies for CPE credits)**	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.	1 Day 8:30 – 4:30

PURCHASING CARD FOR APPROVERS **(Qualifies for CPE credits)**	This course discusses approving purchasing card transactions in FLAIR at all levels. The 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.	1/2 Day 8:30 – 12:30
FLAIR REVENUE **(Qualifies for CPE credits)**	This course provides students an in-depth view of FLAIR Revenue transactions. This includes accounting and FLAIR terminology (Chapters 2, 3, 5, 6, 7, and 8), cash receipts transactions (Chapters 14, 16, and 17), accounts receivables (Chapter 16), revenue transfers (Chapter 15), revolving fund transactions (Chapter 19), treasury processing (Chapter 20), and report processing (Chapter 22). Students will practice entering transactions.	2 Days 8:30 - 4:30
REPORT DISTRIBUTION SYSTEM (RDS) AGENCY ADMINISTRATOR **(Qualifies for CPE credits)**	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, profiles and creating a report split.	1/2 Day 8:30 – 12:30
REPORT DISTRIBUTION SYSTEM (RDS) END USER **(Qualifies for CPE credits)**	The 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.	1/2 Day 8:30 – 12:30

To register for classes, send your request via email to FLAIREducation@myfloridacfo.com