

In-The-Field Training

We offer a multi-subject training, combining the FLAIR Fundamentals topics with FLAIR Expenditures, or with FLAIR Revenues.

This concentrated training will be presented regularly. Check the training schedule for dates.

Training Schedule

Look for a quarterly training schedule to help you plan for, and attend, FLAIR Intermediate and Advanced courses. The schedule is located on the Division of Accounting and Auditing website.

To access the training schedule:

www.MyFloridaCFO.com/Division/AA/Training/documents/Calendar.pdf

Do you have questions about FLAIR?

Contact us at

DFSFinancialEd@myfloridacfo.com

for quick assistance from the Financial Education Team

Office of Florida Financial Education

Department of Financial Services
Fletcher Building
201 E. Gaines Street
Tallahassee, Florida 32399

Phone: 850-413-3027
DFSFinancialEd@myfloridacfo.com



Florida Department of Financial Services,
Division of Accounting and Auditing

Foundational

Foundational courses and materials are an introduction to FLAIR concepts and use.

These can be found in the form of interactive online courses and job aids.

ONLINE LEARNING MODULES

FLAIR Navigation

Learn to use FLAIR functions and keys

FLAIR 29-digit Account Code

Learn what the account code is and why it is important

Statewide Expenditure Object Code List

Learn features of the list which help you find the SWOC that you need

JOB AIDS

Statewide Vendor File Record Search

Tax Identification Number (TIN)
Matching Processing

Submission of Florida Substitute Form W-9

IRS Form W-8 and Foreign
Vendor Requirements

Reports Distribution System (RDS)
Viewing and Printing Tips

Report Distribution System (RDS)
Find and Search Commands

**To access the Course Catalog
and training materials:**

[www.MyFloridaCFO.com/Division/AA/
Documents/Calendar.htm](http://www.MyFloridaCFO.com/Division/AA/Documents/Calendar.htm)

Intermediate

Intermediate courses are 2-day, in-class instruction, that take you through scenario-based activities in a live FLAIR learning environment.

INSTRUCTOR-LED LEARNING

FLAIR Fundamentals

This course gives an overview of FLAIR, governmental accounting, and data codes and files used by FLAIR.

FLAIR Expenditures

This course gives an overview of encumbrances, disbursement transactions, voucher processing and warrant administration.

FLAIR Revenues

This course gives an overview of revenue processes, cash receipt transactions, accounts receivable transactions, and revenue adjustments.

FLAIR Fundamentals Course is a prerequisite for FLAIR Expenditures and FLAIR Revenues courses.

To register for Intermediate classes:

<https://lmsweb.fldfs.com/Home.aspx>

Advanced

Advanced courses and materials are focused on specialized subjects within Accounting and Auditing and FLAIR.

INSTRUCTOR-LED LEARNING

Asset Management (Property)

Managed Reporting Environment (MRE)

JOB AIDS

Year End Marking of Subsidiary Files

The State's best provider in FLAIR education

"FLAIR class helped me understand my job instead of just doing it."

"The instructors were fun, attentive, and knowledgeable."

"The hands-on experience helped me make sense of everything."

"I can't wait to attend the next class."

