



Below please find the BI Cognos training schedule for July and August 2015. If you would like learn how to use the BI reporting tool for Finance (General Ledger, T&E, Accounts Payable/Purchasing, Accounts Receivable, or Asset Management) or for HCM (Workforce Profile or Compensation), or maybe you want a refresher, please enroll via ELM on myOhio.gov. If you know someone who you think could benefit from this training, please show them this post and encourage them to enroll in a BI training class!

If you have questions about which course is right for you, please refer to the BI training curriculum guide in the BI Cognos General Training Information folder of the BI Training Materials section.



There is a job aid for using ELM to enroll in the BI training courses in the BI Cognos Job Aids folder, and you can also review each course's Learner Guide in the appropriate FIN or HCM folder of the BI Training Materials section.



The available course schedule is on the following page:

Course Code	Course Name	Date of Training	Start Time	End Time	Building	Room
DAS-BI-145	Standard Reports (Compensation)	7/7/2015	9:00 AM	11:30 AM	Rhodes Tower	40th Floor Computer Lab
DAS-BI-215	BI Cognos Query Studio (Compensation)	7/7/2015	12:30 PM	4:30 PM	Rhodes Tower	40th Floor Computer Lab
DAS-BI-144	Standard Reports (AP/PO/Spend)	7/8/2015	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-214	BI Cognos Query Studio (Procure to Pay)	7/8/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-143	Standard Reports (Workforce Profile)	7/14/2015	8:30 AM	11:00 AM	Rhodes Tower	40th Floor Computer Lab
DAS-BI-213	BI Cognos Query Studio (Workforce Profile)	7/14/2015	12:30 PM	4:30 PM	Rhodes Tower	40th Floor Computer Lab
DAS-BI-146	Standard Reports (Accounts Receivable)	7/15/2015	9:00 AM	11:30 AM	Rhodes Tower	40th Floor Computer Lab
DAS-BI-147	Standard Reports (Asset Management)	7/15/2015	1:00 PM	3:30 PM	Rhodes Tower	40th Floor Computer Lab
DAS-BI-141	Standard Reports (General Ledger)	7/16/2015	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-211	BI Cognos Query Studio (General Ledger)	7/16/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-301	Advanced Report Studio Part 1 (Finance)	7/21/2015	8:30 AM	11:30 AM	DAS General Services Division	Birch Room
DAS-BI-224	BI Cognos Report Studio Basics (Procure to Pay)	7/21/2015	12:30 PM	4:30 PM	DAS General Services Division	Birch Room
DAS-BI-221	BI Cognos Report Studio Basics (General Ledger)	7/22/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-223	BI Cognos Query Studio (Workforce Profile)	7/23/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-151	Standard Reports (ELM Administration)	7/29/2015	9:00 AM	11:30 AM	Rhodes Tower	40th Floor Computer Lab
DAS-BI-141	Standard Reports (General Ledger)	8/11/2015	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-211	BI Cognos Query Studio (General Ledger)	8/11/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-144	Standard Reports (AP/PO/Spend)	8/12/2015	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-214	BI Cognos Query Studio (Procure to Pay)	8/12/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-143	Standard Reports (Workforce Profile)	8/13/2015	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-213	BI Cognos Query Studio (Workforce Profile)	8/13/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-145	Standard Reports (Compensation)	8/18/2015	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-215	BI Cognos Query Studio (Compensation)	8/18/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-146	Standard Reports (Accounts Receivable)	8/19/2015	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-147	Standard Reports (Asset Management)	8/19/2015	1:00 PM	3:30 PM	State Library of Ohio	Training Room
DAS-BI-161	Standard Reports (ePerformance Administration)	8/20/2015	8:30 AM	11:00 AM	State Library of Ohio	Training Room
DAS-BI-225	BI Cognos Report Studio Basics (Compensation)	8/20/2015	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-224	BI Cognos Report Studio Basics (Procure to Pay)	8/27/2015	8:30 AM	12:30 PM	State Library of Ohio	Training Room
DAS-BI-301	Advanced Report Studio Part 1 (Finance)	8/27/2015	1:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-302	Advanced Report Studio Part 2 (Finance)	8/28/2015	9:00 AM	12:00 PM	State Library of Ohio	Training Room

If you have any questions about the training, please reach out to your Agency BI Contact or e-mail the BI team at [business.intelligence@das.ohio.gov](mailto:business.intelligence@das.ohio.gov). Hope to see you in the classroom.