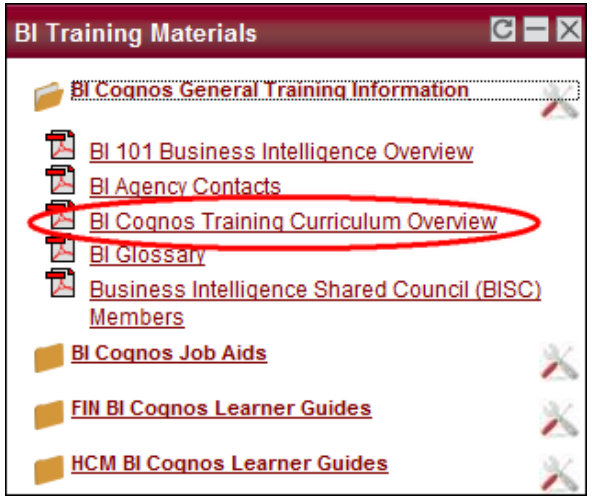
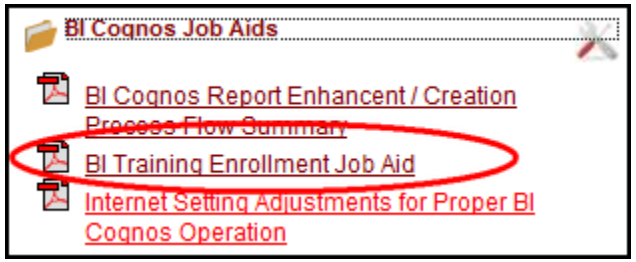
Ohio
Business Intelligence

Below please find the BI Cognos training schedule for November 2016. 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 course schedule is as follows:

Course Code	Course Name	Date of Training	Start Time	End Time	Building	Room
DAS-BI-141	Standard Reports (General Ledger)	11/1/2016	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-231	Intro to Workspace Advanced (General Ledger)	11/1/2016	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-144	Standard Reports (AP/PO/Spend)	11/4/2016	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-234	Intro to Workspace Advanced (Procure to Pay)	11/4/2016	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-143	Standard Reports (Workforce Profile)	11/8/2016	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-233	Intro to Workspace Advanced (Workforce Profile)	11/8/2016	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-111	Cognos Dashboard Creation (FIN)	11/15/2016	8:30 AM	11:30 AM	State Library	Training Room
DAS-BI-221	Report Studio Basics (General Ledger)	11/15/2016	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-146	Standard Reports (Accounts Receivable)	11/17/2016	8:30 AM	11:00 AM	State Library	Training Room
DAS-BI-224	Report Studio Basics (Procure to Pay)	11/17/2016	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-145	Standard Reports (Compensation)	11/18/2016	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-112	Cognos Dashboard Creation (HCM)	11/18/2016	1:00 PM	4:00 PM	State Library	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. Hope to see you in the classroom.