

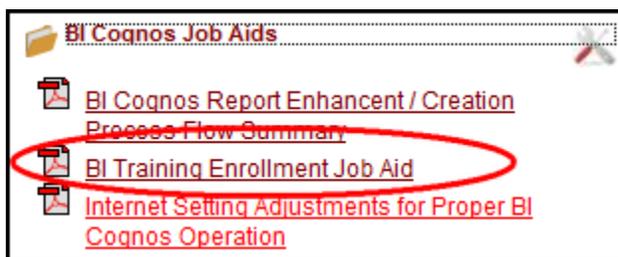


Below please find the BI Cognos training schedule for August 2016. If you would like learn how to use the BI reporting tool for **Finance** (General Ledger, T&E, Accounts Payable/Purchasing, Accounts Receivable, or Asset Management) or for **HCM** (Workforce Profile or Compensation), or maybe you want 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	Activity Capacity
DAS-BI-141	Standard Report (General Ledger)	8/2/2016	9:00 AM	11:30 AM	State Library	Training Room	12
DAS-BI-231	Intro to Workspace Advanced (General Ledger)	8/2/2016	12:30 PM	4:30 PM	State Library	Training Room	12
DAS-BI-144	Standard Report (AP/PO/Spend)	8/4/2016	9:00 AM	11:30 AM	State Library	Training Room	12
DAS-BI-234	Intro to Workspace Advanced (Procure to Pay)	8/4/2016	12:30 PM	4:30 PM	State Library	Training Room	10
DAS-BI-143	Standard Report (Workforce Profile)	8/9/2016	9:00 AM	11:30 AM	Rhodes Tower	40th Floor Computer Lab	12
DAS-BI-233	Intro to Workspace Advanced (Workforce Profile)	8/9/2016	12:30 PM	4:30 PM	Rhodes Tower	40th Floor Computer Lab	10
DAS-BI-146	Standard Report (Accounts Recievable)	8/12/2016	9:00 AM	11:30 AM	DAS Surface Road	Birch Room	12
DAS-BI-147	Standard Report (Asset Management)	8/12/2016	1:00 PM	3:30 PM	DAS Surface Road	Birch Room	12
DAS-BI-145	Standard Report (Compensation)	8/18/2016	9:00 AM	11:30 AM	State Library	Training Room	12
DAS-BI-235	Intro to Workspace Advanced (Compensation)	8/18/2016	12:30 PM	4:30 PM	State Library	Training Room	10
DAS-BI-111	Dashboard Creation - Finance	8/23/2016	8:30 AM	11:30 AM	State Library	Training Room	8
DAS-BI-221	Report Studio Basics (General Ledger)	8/23/2016	12:30 PM	4:30 PM	State Library	Training Room	10
DAS-BI-225	Report Studio Basics (Compensation)	8/24/2016	12:30 PM	4:30 PM	Rhodes Tower	40th Floor Computer Lab	10
DAS-BI-112	Dashboard Creation - HCM	8/25/2016	8:30 AM	11:30 AM	State Library	Training Room	8
DAS-BI-223	Report Studio Basics (Workforce Profile)	8/25/2016	12:30 PM	4:30 PM	State Library	Training Room	12
DAS-BI-224	Report Studio Basics (Procure to Pay)	8/26/2016	8:30 AM	12:30 PM	Rhodes Tower	40th Floor Computer Lab	12

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.