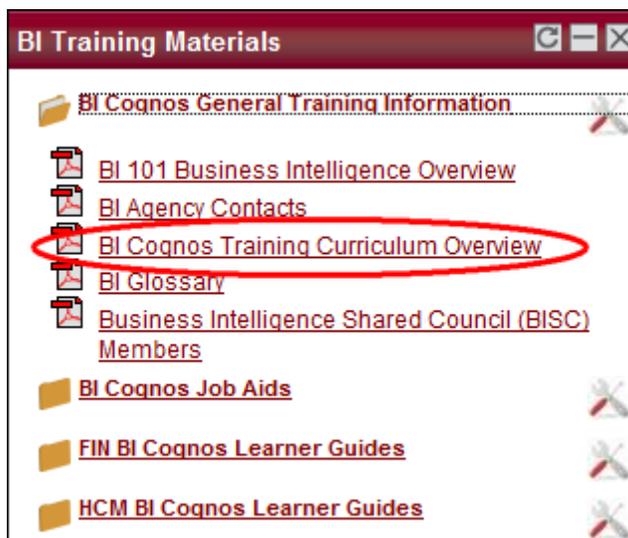




Below please find the BI Cognos training schedule for September 2015. If you would like learn how to use the BI reporting tool for Finance (General Ledger, T&E, Accounts Payable/Purchasing, Accounts Receivable, or Asset Management) or for HCM (Workforce Profile or Compensation), or maybe you want a refresher, 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	Day	Start Time	End Time	Building	Room
DAS-BI-141	Standard Reports (General Ledger)	9/2/2015	WED	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-211	Query Studio (General Ledger)	9/2/2015	WED	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-145	Standard Reports (Compensation)	9/9/2015	WED	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-215	Query Studio (Compensation)	9/9/2015	WED	12:30 PM	4:30 PM	Rhodes	40th Floor
DAS-BI-143	Standard Reports (Workforce Profile)	9/10/2015	THU	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-213	Query Studio (Workforce Profile)	9/10/2015	THU	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-144	Standard Reports (AP/PO/Spend)	9/15/2015	TUE	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-214	Query Studio (AP/PO/Spend)	9/15/2015	TUE	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-146	Standard Reports (Accounts Receivable)	9/16/2015	WED	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-216	Query Studio (Accounts Receivable)	9/16/2015	WED	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-147	Standard Reports (Asset Management)	9/17/2015	THU	9:00 AM	11:30 AM	State Library	Training Room
DAS-BI-217	Query Studio (Asset Management)	9/17/2015	THU	12:30 PM	4:30 PM	State Library	Training Room
DAS-BI-151	Standard Reports (ELM Admin)	9/18/2015	FRI	9:00 AM	11:30 AM	Rhodes Tower	40th Floor
DAS-BI-161	Standard Reports (ePerformance Agency Admin)	9/18/2015	FRI	1:00 PM	3:30 PM	Rhodes Tower	40th Floor
DAS-BI-221	Report Studio Basics (General Ledger)	9/22/2015	TUE	8:30 AM	12:30 PM	Rhodes	40th Floor
DAS-BI-142	Standard Reports (Travel & Expense)	9/23/2015	WED	8:30 AM	11:00 AM	DAS Surface Road	Birch Room
DAS-BI-223	Report Studio Basics (Workforce Profile)	9/23/2015	WED	12:30 PM	4:30 PM	DAS Surface Road	Birch Room
DAS-BI-224	Report Studio Basics (AP/PO/Spend)	9/24/2015	THU	12:30 PM	4:30 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.