

# OFM Training

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## Enterprise Reporting Financial Reports - for New Users

- *Enterprise Reporting (ER) Financial Reports is a system that improves access and distribution of AFRS financial information, better supporting financial analysis. ER allows users to schedule and view reports over the State Intranet or Internet.*

**Class Description:** This four-hour class provides 1) an overview of the ER infrastructure 2) a demonstration in scheduling and viewing Financial Reports structured through the state intranet, 3) a hands-on session with structured training exercises, providing an opportunity for students to schedule and view financial reports in ER.

**Target Group:** Agency personnel who are new to ER Financial Reports and are interested in accessing AFRS financial data for reporting or analysis through an interactive on-line mode.

**Class Objectives:** At the conclusion of this class, participants should:

- Understand the type of AFRS financial information that is available through the ER Financial Reports intranet application and how to access it.
- Be able to use the various features in the Financial Reports intranet reporting application: Schedule reports using pre-defined templates on demand at any frequency and time; filter data from pre-set financial code values; view and navigate reports and search capabilities, download to other file formats, and print reports.

**Please bring your agency chart of accounts that you are responsible for and a sample of Financial Reports you currently use to class.**