

OFM Training

Enterprise Reporting Financial Reports - Flexible Reporting Features

Enterprise Reporting (ER) Financial Reports is a system that improves access and distribution of AFRS financial information, as well as 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 in-depth review of the Financial Reports flexible features that allow users to select groupings, sections, subtotals and balances, 2) a demonstration of how the flexible features can be used to create a customized report, 3) a hands-on session for the students to schedule and view their own flexible reports in ER.

Target Group: Agency personnel who are familiar with Financial Reports and who are interested in learning how to schedule reports using the flexible features to better meet their business needs. It is recommended that you take the Financial Reports--for New Users Class prior to taking Enterprise Reporting Financial Reports - Flexible Reporting Features.

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

- Understand how to use flexible groupings, subtotals, balances, and sections to create customized reports.
- Be able to schedule their own customized reports using the flexible features.

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