

DES Training

Enterprise Reporting Financial Reports – Intro/New Users

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

Class Description: This two-hour class provides 1) an overview of the ER infrastructure 2) an overall basic ER use for the new user for requesting a standard Financial Report, 3) training exercises that provide an opportunity for students to request 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 and analysis.

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.
- Understand the folder structure of ER and where to find the standard reports.
- How to log in
- How to reset your password
- How to run a basic canned standard financial report
- How to print the report
- How to log off
- Know where to access the Users' Guide
- Understand how to set your report preferences
- Understand how to organize your Favorites for reports