Business Objects Training
For Budget Managers & Business Support Specialists

AGENDA

- Welcome
- Introductions
- Overview of Course Objectives
- Review Handouts
  - Lesson Outline-Creating a Chart of Accounts Report
  - Reference Materials
    - Universe Descriptions
  - Assignment-On Your Own
    - Negative Balance Accounts Report
    - Scheduling Reports
- Follow-Up → Open House Lab
  - Wed. Jan. 23rd 11:30 – 1:00
  - Details will be Emailed to all Participants
- Rate the Course
- Adjournment

Date: Jan. 15 & 16

Times:
  Jan. 15th
  Session I-8:30–12:00
  Session II-1:00–4:30

  Jan. 16th
  9:00–11:30 & 1:00–3:00

Place of Meeting: CCH 103