



# OBM

Ted Strickland  
Governor

J. Pari Sabety  
Director

## MEMORANDUM

January 4, 2008

TO: Fiscal Officers of All State Agencies

FROM: Robert Cooperman, Training and Communications Manager

RE: OAKS Financials Classes Offered Winter Quarter, 2008 (January – March)

Beginning in mid-February, OBM's Training Team will offer introductory Financials classes as well as Accounting Basics and Reporting Basics for Financials. The descriptions of the courses offered this quarter are attached and I encourage you to forward this information to supervisors in your agency's financial section so they may determine if someone with new Financials job responsibilities would benefit from this training. Please note that the introductory classes offered (AP 201, AP 230, AR 210, and PO 210) do not contain substantially new information. Rather, the courses have been streamlined and, where possible, will include more pertinent and up-to-date material. However, those who have taken these courses as part of Financials end user training should not consider enrolling unless they are in earnest need of a refresher on the topic. The attached course descriptions contain guidance as to who should attend these courses.

The application for classes contains information concerning enrollment, confirmation, and cancellation procedures. Please note that we have made some changes to the application and registration procedures:

- Class dates and times are listed on the application
- Applicants will receive a confirmation of enrollment or waiting list status within 48 hours of submission. A phone number is provided for those applicants who do not receive a response from OBM within 48 hours
- The cancellation policy has been updated with the expectation that supervisors will contact OBM in the event that their employee cannot attend and is unable to contact OBM directly

Applications are due by Friday, January 18.

If you have questions concerning any of the Financials courses being offered or are interested in obtaining course materials for anyone unable to attend class at this time, please contact the OBM Super User e-mail at [OBM.SuperUsers@obm.state.oh.us](mailto:OBM.SuperUsers@obm.state.oh.us). Additionally, you may use the new OBM Training link on the OBM website ([www.obm.ohio.gov/sa/train.asp](http://www.obm.ohio.gov/sa/train.asp)) to view class descriptions and access the Training Class Application. The page is found under "State Accounting" on OBM's website.