Customer Training Catalogue

Administrator - Consolidation

CCH® Tagetik | **ACADEMY**

This learning path is designed to provide you the core knowledge, together with Tips and Best Practices, to efficiently maintain and manage your application. Remember that you can follow this path at your own pace, even if we recommend to respect the content and order we provide. The full learning path is the only way to get the most out of your CCH® Tagetik and of your time investment in becoming a real Certified Administrator.

Wolters Kluwer

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Welcome to the CCH® Tagetik Academy

This document contains the CCH® Tagetik Academy courses catalogue, with detailed information about optimal learning paths, duration, audience, prerequisites and topics covered in each course.

Available Learning Paths

We designed recommended Learning Path to maximize your investment in the Academy, according to your Role.

Each Learning Path shows the recommended classes and actions for an efficient on-boarding as a CCH® Tagetik Administrator, Power User or System Administrator. Customized courses for End-Users are available on-demand.

Course Delivery

Most of Academy courses are run as ‘Live’ classroom training, either in person or remotely. Instructor's explanations are conducted on a training environment and supported by PowerPoint slides. In order to make the training more efficient and interactive as possible, every attendee is asked to perform a series of hands-on workshops on a standard remote application.

For selected topic, we provide also self-serve modules (e-learning, e-learning + self-practice).

Course Registration

All our Training Courses are published on our Global Calendar on our Academy website.

- You can check **dates**, **language**, **location** and **availability** for each Training Course and register directly for the selected event.
- Courses can be held at Tagetik offices or on-site at the customer location.
- Even if we try to run all our scheduled classes, we might need to insert a minimum number of attendees for a training course (usually 3).

For additional information, please contact your local Academy representative, or write to info.academy@wolterskluwer.com

Data model

Duration: 1 day

Audience: Administrators and Consultants

Prerequisites: None

Objectives: This training course covers the basics of system dimensionality: data model definition and maintenance, aggregation structures and relevant information for each dimension.

Topics:

1. CCH® Tagetik architecture
2. Familiarization
3. Aggregation Structures
4. Interface navigation
5. Data model design
    a. Periods
    b. Scenarios
    c. Categories
    d. Accounts
    e. Entities
    f. Custom dimensions

Additional info:

- Interactive E-learning as additional asset included

Output Reporting

Duration: 2 days

Audience: Administrators, Power user and Consultants

Prerequisites: Data Model course & basic knowledge of MS Excel functionalities

Objectives : This training course explains how to design reports, using CCH® Tagetikreporting features.

Topics:

1. CCH® Tagetik Reporting introduction
2. Excel Client overview
3. Usage of a Form (Design, Navigation and Data Entry)
4. Parametric Forms
5. Basic dynamic forms
6. Smart Insight
7. Formatting best practice
8. Maintenance best practice
9. Basic usage of CCH® Tagetik style
10. Tips & Tricks

Additional info:

- Interactive E-learning as additional asset included

Data Collection

Duration: 1 day

Audience: Administrators and Consultants

Prerequisites: Data Model and Output Reporting

Objectives: This training course covers the basics of the application process setup and the main features for collecting data.

Topics:

1. Usage of a Process cockpit
2. Application process design
    a. Business workflow setup
    b. Application process setup
3. Data collection
    a. Data entry form design and usage
    b. Predefined ETL usage
    c. Custom ETL usage
    d. Quick Data Loader usage
    e. Journal creation
    f. Data processing overview

Additional info:

- Interactive E-learning as additional asset included

Consolidation Basic

Duration: 2 days

Audience: Administrators, Consultants and Consolidators

Prerequisites: Data Model, Output Reporting and Data Collection. Basic knowledge of Financial Consolidation is recommended.

Objectives: This training course provides the skills necessary to implement a basic consolidation process. It covers standard consolidation-related features such as Intercompany Reconciliation, Accounting Standard Principles and typical consolidation methods.

Topics:

1. Contributor Overview:
    a. Original data collection
    b. Entity Journals
    c. Submission/Approval process
2. Basic Administration overview:
    a. Data Model configuration
    b. Data collection/Consolidation Process configuration
    c. Consolidation Scenario and Consolidation scope
3. Consolidator data processing setup:
    a. Automated Elimination Logics
    b. Ownership structure register management
    c. Minorities Interests calculation
    d. Currency Conversion
    e. Equity Evaluation
    f. Validation Rules
4. Consolidator duties:
    a. Consolidator duties on Original Scenario
    b. Consolidator duties on Consolidation Scenario
    c. Data Analysis.
5. Tips & Techniques and Best Practices

Collaborative Office

Duration: 1 day

Audience: Administrators and disclosure Contributors

Prerequisites: Data Model and Output Reporting (only for CCH® Tagetik integrated implementation)

Objectives: This training provides a basic overall knowledge of the set of processes available with CCH® Tagetik Collaborative Office. The attendees learn how to design collaborative documents, distribute the duties among the contributors and retrieve data from CCH® Tagetik or external attachments.

Topics:

1. Uses of CCH® Tagetik Collaborative Office
2. General overview
3. Explanation of the most commonly used Front Ends (Web & Word)
4. Administrator's duties:
    a. Document Type
    b. Document Activity
    c. Workflow Definition
    d. User Rights
    e. Collaborative Office Document creation
5. End-user's duties:
    a. Overview of available functionality
    b. Editing a Document Section
    c. Compare multiple documents & track changes
    d. Submission/Approval of Document and Sections
    e. Create a complete Document
6. Tips & Techniques and Best Practices