Consultants Training Catalogue

IFRS17 PRO

CCH® Tagetik | **ACADEMY**

To become a certified CCH Tagetik IFRS17 Pro, you must complete the IFRS17 Pro Path. The journey consists of different milestones, each complete with a set of courses that you must attend and pass, before moving onto the next milestone.

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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.

Which Learning Paths are available?

We designed recommended Learning Paths 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 and fast enablement as a CCH® Tagetik Platform Builder, Platform Specialist, Solution Pro or Solution Champion. These learning paths are focusing on Consolidation, Budgeting Planning & Forecasting, Technical Knowledge or Regulatory Solutions such as ESG, Pillar 2, Lease Accounting (IFRS16) and IFRS17. For more information about dedicated learning path, visit the Consultant-dedicated page.

What is the Academy Training Approach?

The Academy provides 2 main training approaches:

- **ILT - Instructor Led.** 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.
- **Self-paced**. Self-paced courses are designed to be followed and completed at your own pace. Every self-paced course contains a theory part (from domain explanation to product technical details), a demonstration part with Videos or Simulation recorded on a training application and a dedicated time on a sand-box to practice with guided exercises.

The choice between ILT or Self-paced is done by the Academy according to the topic. You will find this information available for each course (Training Approach).

How can I register to a Course?

All our Public 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.
- ILT Courses can be held remotely, 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).

I'm interested in a Course, but I cannot find it in the Schedule. What should I do?

We usually publish our schedule on a 6 month basis, to better adapt to the market needs. If you cannot find a public date that suits your needs, you can always ask your Academy representatitive about opportunities to have an on-demand class.

On-demand classes are subjected to trainer availability and should be discussed well in advance.

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

Overview of the Certification journey for Consultants

Our certification structure relies on 2 main concepts: **Platform** and **Solution**.

Below you will find information about the goals, structure and milestones dedicated to Consultants.
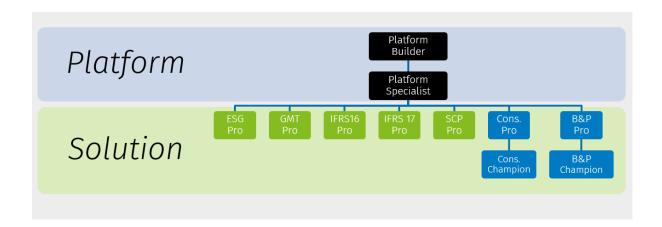
PLATFORM EXPERTISE

- Contains all the knowledge that represents the **foundation** of CCH® Tagetik knowledge

- All the courses in this area include features and functions shared with all the different processes/solutions

SOLUTION EXPERTISE

- At this level we analyze and discuss topics that are domain-specific

- The **platform expertise** is a pre-requisite to step in at this level, but all that knowledge will be enriched by specific setups and features that have been designed for a specific area/solution/vertical

- The "breadth" of solution expertise may vary according to the complexity of the domain (Consolidation, Supply Chain Planning, ESG, IFRS17) but also according to the CCH® Tagetik approach to the domain. For these reasons some domain might reach the CHAMPION level, others will stop at the PRO level

The image below shows the complementary structure of the certification path, highlighting that platform expertise provides common knowledge relevant for all solutions.

The certification path, and the related milestones, are naturally derived by this approach. Every milestone is composed by a variable number of courses in a mixed approach (ILT + Self-paced). To achieve a milestone you will have to pass all the online assessments associated with the milestone content. Here are the details of the different levels:

1. **PLATFORM BUILDER**
   - Familiarization with software concepts and fully work with common functionalities.
   - A Platform Builder can perform basic tasks in projects - data loading, data model setup, form design - under the supervision of senior people

2. **PLATFORM SPECIALIST**
   - Comprehensive knowledge of tools that are not process specific, foundations for any verticals.
   - A Platform Specialist can perform advanced tasks, focusing on Reporting, System administration and Data Integration
   - Techical learning path will have a specific "Technical Specialist" level (smaller version of the full specialist)

3. **"SOLUTION" PRO**
   - Each solution has its own dedicated branch (Consolidation, BP&F, Supply Chain Planning, ESG, etc.)
   - This milestone provides specialization within vertical domains and solutions for specific business contexts.
   - A Solution Pro knows the peculiarities of a specific business process, and is able to choose and setup the relevant calculation rules to satisfy the Customer's Requirements

4. **"SOLUTION" CHAMPION**
   - Each solution has its own dedicated branch. Not all branches has a Champion level
   - Full supervision of a business process and ability to design and implement advanced solutions and best practices.
   - A Solution Champion is the solution Architect that ensures the success of a Project. They drive the application blueprint that will be used by the Pros, Specialists and Builders involved in the project.

IFRS17 Learning Path

To become a certified CCH® Tagetik IFRS17 PRO, you must complete the whole Learning Path. The journey consists of three milestones, each complete with a set of courses that you must attend and certification tests to pass, before moving onto the next milestone. For detailed information, have a look at each course page.

Platform Builder
- Data Modeling

- Output Reporting

- Data Collection

- Financial Modeling and Reporting

- **Platform Builder Online Certification**: you can ask access to single assessment (one per course) or do all of them at once, at your own pace.

Platform Specialist
- System administration

- Process governance and user rights

- Data integration with RESTful API

- Data integration with DTP

- Data integration with ETL

- Advanced Reporting

- **Platform Specialist Online Certification**: you can ask access to single assessment (one per course) or do all of them at once, at your own pace.

IFRS17 Pro

- IFRS17 101

- Analitycal Workspace Designer

- **IFRS17 Pro Online Certification**: you can ask access to single assessment (one per course) or do all of them at once, at your own pace.

Data Modeling

Training approach: ILT - (Instructor Led)

Duration: 1 day

Audience: Administrators and Consultants

Prerequisites: Basic knowledge of MS Excel

Objectives: This training course covers the basics of data modeling and dimensionality: dimensions, datasets, aggregation structures, their definition and maintenance.

Topics:

1. CCH Tagetik introduction
2. CCH Tagetik architecture
3. Data model concepts
4. Interface navigation
5. Dimensions
   a. System dimensions
      - Period
      - Scenario
      - Currency
      - Entity
      - Account
      - Category
   b. Custom dimensions
   c. Analytical dimensions
6. Aggregation structure
7. Analytical workspace
   a. Datasets

Additional info:

- Also as part of a Self-paced package (see [Self-paced Platform Builder](#))

Output Reporting

Training approach: ILT - (Instructor Led)
Duration: 2 days
Audience: Administrators, Contributors and Consultants
Prerequisites: Data Modeling, basic knowledge of MS Excel

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

Topics:

1. Reporting concepts
2. Excel client overview
3. Line by line form
4. Multidimensional form
5. Matrices
   a. Filters
   b. Parameters
6. Cell fields
7. Currency management
8. Time roll-up
9. Dynamic form design
10. Tagetik Style
11. Hyperlinks
12. Query
13. Smartinsight

Additional info:

- Also as part of a Self-paced package ([Self-paced Platform Builder](#))

Data Collection

Training approach: ILT - (Instructor Led)

Duration: 1 day

Audience: Administrators, Contributors and Consultants

Prerequisites: Data Modeling and Output Reporting

Objectives: This training course reviews the main data collection tools, and it shows participants how to run them. It also teaches attendees how to create and use data entry forms.

Topics:

1. Concept of
   a. Data collection
   b. CCH Tagetik process
   c. Business workflow

2. Introduction of data collection tools
   a. Predefined ETL
   b. Quick data loader
   c. Data transformation package

3. Data entry form design
   a. Editability
   b. Line by line
   c. Multidimensional matrices

Additional info:

- Also as part of a Self-paced package (see Self-paced Platform Builder)

Financial Modeling and Reporting

Training approach: ILT - (Instructor Led)
Duration: 1 days
Audience: Administrators, Contributors, Consultants.
Prerequisites: Data Modeling, Output Reporting, Data Collection.

Objectives: This training course introduces the use of Financial workspace, the specific features of the system dimension, the basics of financial data collection tools and how to design report and data entry forms to collect financial data.

Topics:

1. Introduction to Financial workspace

2. Overview on built-in data processing

3. FW Data model features

    a. Tables

    b. Accounts and signs

    c. Period length

    d. Variation and details

4. FW Data collection tools

    a. Predefined ETL

    b. Financial workspace mapping

5. Output reporting, Financial statements templates and KPI

6. Data entry forms

    a. In local and transactional currency

    b. With control groups

7. Drill down

8. Data Submission

Additional info:

- Also as part of a Self-paced package (see [Self-paced Platform Builder](#))

Self-paced Platform Builder

Training approach: Self-paced

Duration: Self-paced e-learning + allotted practice time on a cloud sandbox. Equivalent to 5 days worth of training

Audience: Administrators and Consultants

Prerequisites: Basic knowledge of MS Excel

Objectives: This training course covers the foundation knowledge for a Platform Builder into 1 package. The content is equivalent of the 4 courses:

- Data Modeling

- Output Reporting

- Data Collection

- Financial Modeling and Reporting

Topics:

1. The topics covered are the same as the Platform builder courses:

   a. Data Modeling

   b. Output Reporting

   c. Data Collection

   d. Financial Modeling and Reporting

2. The package includes:

   a. E-learning with Theory and Demos

   b. Sandbox with guided exercises for practice

   c. Touch points with a Tutor (frequency and date can change by country)

   d. End-to-end Business case (frequency and date can change by country)

Additional info:

- If you prefer the ILT version, look in this catalogue for the equivalent courses.

System Administration

Training approach: ILT - (Instructor Led)

Duration: 1 day

Audience: Consultants, Administrators

Prerequisites: Data Modeling recommended (or Data Model, Output Reporting and Data Collection courses, as well as experience in project development which is recommended).

Objectives: This hands-on training course provides a overall basic knowledge of the configurations, functions and tools that are available in the Repository, with a focus on application administration.

 Topics:

1. General Overview of Repository
2. Configuration
    a. User & Roles Creation/Configuration
    b. Security Configuration
    c. Database Configuration
    d. General Application Configuration
3. Data Migration
    a. Import/Export (Moving Data between Environments)
    b. MDM
4. Utilities & Tool
    a. Scheduler
    b. Query Analyzer & Database Objects
5. Monitoring & Logging
    a. User Activities: Audit and Monitoring
    b. System Resource Monitoring
    c. Data Processing Monitoring
6. Tips & Techniques and Best Practices

Process Governance and User Rights

Training approach: ILT - (Instructor Led)

Duration: 1 day

Audience: Consultants, Administrators, Contributors

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting

Objectives: This training course enables to define the setup of the data collection components: starting from requirements, you will be able to create the business workflow, to configure all the process ingredients and to define the user rights of an application.

Topics

1. Business workflow
   a. Step
   b. Task list

2. Processes
   a. Business cycle
   b. Organizational hierarchy
   c. Workflow mapping
   d. Process data model
   e. Rules and data processing

3. User rights
   a. User rights on dimensions
   b. Reference user

4. Application deployment

Advanced Reporting

Training approach: ILT - (Instructor Led)

Duration: 2 days

Audience: Administrators, Contributors and Consultants

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting. Knowledge of MS Excel.

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

Topics:

1. Advanced dynamicity
2. Dependent parameters
3. Data validation
4. Override function
5. Data validation query
6. Form optimization
7. Performances
8. Design guidelines
9. Technical settings
10. Hide function
11. Conditional editability
12. Implementation of complex form
13. Managing dynamic form and complex formulas
14. Maintenance
15. Break back
16. Data processing from DE Form
17. Drill-through query
18. Form settings

Data Integration with RESTful API

Training approach: ILT - (Instructor Led)

Duration: 1 day

Audience: Administrators, Consultants

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting. Understanding of CCH® Tagetik ETL concepts.

Objectives: With the concepts explained, participants will learn how to expose and consume data as well as metadata within AIH via RESTful API. In addition, the training will provide information on performance, typical OData connections and the available types of authentication. Data orchestration concepts are also included. Attendees will be taught to use an API client to run workflows with AIH and maintenance data processing.

Topics:

1. RESTful API in CCH® Tagetik

2. How to configure CCH® Tagetik to use RESTful API

3. Consuming and exposing via OData

4. Expose metadata and Analytical dimensions

5. Data Target

6. Concepts of Data orchestration

7. Running Typical AW Data Processing using an API client

8. Performance

9. Available authentication and OData typical connections

Data Integration with DTP

Training approach: ILT - (Instructor Led)

Duration: 1 day

Audience: Administrators, Consultants

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting and SQL basic knowledge.

Objectives: Attendees will be taught the different types of Datasets including standard, virtual and reference datasets. The course will teach participants how to configure the AIH calculation engine, called Data Transformation Package, and to use data integration tools in the business workflow. Furthermore, attendees will learn to use filters, parameters and dictionaries to enhance the capabilities of DTP and other data integration tools.

Topics:

1. Methods for loading data to Analytical workspace
1. Datasources
2. Use of dictionaries in AW
3. DTP with multiple steps of calculation
4. Aggregation functions
5. Main DTP operations (Insert, Enrichment, Join, Check)
6. Unpivoting data by DTP operations
7. Deploying data by DTP operations
8. Typical DTP filters
9. AW Parameters
10. Virtual dataset

Data Integration with ETL

Training approach: ILT - (Instructor Led)

Duration: 1 day

Audience: Administrators, Consultants

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting and SQL basic knowledge.

Objectives: This training course covers the basics of the CCH® Tagetik ETL configuration module and provides best practices. Attendees will configure an ETL with mapping functionality that can load financial data for a Tagetik implementation. With this knowledge, they will also be able to update existing ETLs with new functionalities based on changes and/or new requirements.

Topics:

1. Introduction

2. ETL Overview

3. ETL Definition

4. Structure (ETL Domain)

5. E - Extraction

6. T - Transformation

7. L - Loading

8. Definition and Execution (data processing)

9. Troubleshooting and data analysis

10. Utilities

IFRS 17 101

Training approach: ILT - (Instructor Led)

Duration: 2 days

Audience: Consultants and Implementer Partners (currently working on projects or with prior authorization)

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting, Process Governance & User Rights, Data Integration with DTP (or Data Model, Output Reporting). Knowledge of IFRS17 Regulation and CCH® Tagetik Administration.

Objectives: This training course provides consultants with a foundation in the use and configuration of the IFRS17 Starter Kit, in addition to an introduction to the main topics of the IFRS17 accounting Standards. During the course, participants will gain knowledge of the IFRS17 starter kit, its engine, the inputs which are required to the tool and configuration tables. As well as theoretical topics, the course includes an hands on workshops and a practical case study.

Topics:

1. Introduction to the IFRS Solution

2. IFRS Solution Architecture and Engine

3. IFRS Input Data Model

4. IFRS Configuration and Reference Tables

5. Standard IFRS Workflow and Calculation Steps

6. IFRS Reporting

7. Case Study on BBA

Analytical Workspace Designer

Training approach: ILT - (Instructor Led)

Duration: 2 days

Audience: Administrators, IT Professional, Consultants with advanced Product knowledge.

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting, Data integration with DTP.

Objectives: This training course covers the skills necessary to discuss, evaluate and choose among different design solution for AIH, including also technical considerations and advanced features to apply in project implementation.

Topics:

1. General overview and specific consideration of design

2. Dataset design

    a. Use of different datasets

    b. Naming conventions

3. DTP design

4. Solution design workshop and discussion

5. Technical aspects of Analytic information hub

6. Technical design guidelines