Customer Training Catalogue

Consolidation Solution Pro

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 Solution Pro.

Wolters Kluwer

Last update: **9/13/2024**

Table of contents

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 as a CCH® Tagetik Administrator, Contributor or System Administrator. Standard End-User training are available, while customized courses for End-Users can be developed on-demand. For more information about dedicated learning path, visit the [Customer-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

Consolidation Solution Pro Learning Path

Project-specific
documentation

Why should I follow this path?

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 Solution Pro.

Application Builder

- Data Modeling
- Output Reporting
- Data Collection
- Financial Modeling and Reporting
- Process Governance and User Rights
- **Application Builder Online Certification**: you can ask access to single assessment (one per course) or do all of them at once, at your own pace. Online Certification is optional.

Solution Specialist

- Consolidation
- Advanced Reporting
- (Optional) Collaborative Office
- (Optional) Account Reconciliation

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

Solution Pro

- Consolidation Advanced

- (Optional) Transaction Matching

- (Optional) Data integration with ETL

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

Project-specific documentation deep dive

- this last milestone is <u>not</u> an actual course, but a recommendation from the Academy on how to complete your learning path.

  it is vital to study your <u>own project documentation</u> to link the best practices, tips and features studied in the standard courses with your actual application.

  It is also a great chance to review your knowledge and to understand if some areas need additional practice.

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

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

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

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

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

Consolidation

Training approach: ILT - (Instructor Led)

Duration: 2 days

Audience: Administrators, Consultants and Consolidators

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting, Process Governance and User Rights. Basic knowledge of Financial Consolidation recommended (or Data Model, Output Reporting and Data Collection).

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

Training approach: ILT - (Instructor Led)

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

Account Reconciliation

Training approach: Self-paced

Duration: Self-paced e-learning + allotted practice time on a cloud sandbox

Audience: Administrator and Consultants

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting, Data Integration with ETL (or Data Model, Output Reporting, Data Collection, ETL , AIH basic).

Objectives: To gain the skills and knowledge necessary to tailor the prepackage solution offered by CCH Tagetik to the Account Reconciliation closing process of the customer.

Topics:

1. Introduction: what is Account Reconciliation

2. End user activities

3. Administrator activities:
   a. Introduction and Rules
   b. Upload
   c. Final configurations
   d. Checks
4. Additional info

Consolidation Advanced

Training approach: E-learning + ILT (Instructor Led)

Duration: 2 days

Audience: Consultants

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting, Data Integration with ETL , Consolidation.

E-learning Prerequisite: The course includes an e-learning module (about 2 hours and 45 minutes) that provides the base knowledge necessary to attend the class. It must be finalized before the class and we strictly suggest to complete it at least 2 days before the class.

Recommended: Project experience on Statutory Consolidation projects, practical experience with all the topics covered in the Consolidation course (or Data Model, Output Reporting and Data Collection, Consolidation, ETL).

Objectives:This training course covers 4 of the most common topics of a standard Statutory consolidation project, such as Restatement and management of advanced event in the Ownership Structure Register and provides guidelines and best practices on how to approach to them.

Topics:
1. First Consolidation:
   a. Reason of a first consolidation
   b. How to manage data from customers
   c. Focus on the activities to perform on customers' data;
2. Common "events" of the year:
   a. Acquisition
   b. Change in ownership %
   c. Increase/Decrease of Share Capital
   d. Deconsolidation
   e. Merger
3. Management vs Statutory consolidation: considerations about eventual different approaches;
4. Subgroups: Consolidation scenario or Segment reporting? Considerations on segment analysis and when to use consolidation scenarios or segment reporting

Note: Please note that the completion of the e-learning module is mandatory to the Consolidation Advanced assessment.

Transaction Matching

Training approach: ILT - (Instructor Led)

Duration: 1 day

Audience: Administrator and Consultants

Prerequisites: Data Modeling, Output Reporting, Data Collection, Financial Modeling and Reporting, Data Integration with ETL, Account Reconciliation. Consolidation basic knowledge is recommended (or Data Model, Output Reporting, Data Collection, ETL , AIH basic, Account Reconciliation).

Objectives: To gain the skills and knowledge necessary to tailor the prepackage solution offered by CCH Tagetik to the Account Reconciliation closing process of the customer.

 Topics:

1. Introduction

2. Case 1: General Ledger/Bank Statement (e.g. Account Reconciliation)

3. Case 2: IC matching (e.g. Consolidation)

4. Inside the Solution

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