Customer Training Catalogue

System Administrator

CCH® Tagetik | **ACADEMY**

This learning path is designed to provide you the core knowledge, together with Tips and Best Practices, to efficiently support the application key users and end user community. 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 System Admin.

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.

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

System Administrator 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.

Application Specialist

- System Administration

- Process Governance and User rights

- Advanced Reporting

- **Application 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.

Application Pro

- Data Integration with ETL

- Data Integration with DTP

- Data Integration with RESTful API

- **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.

Project-specific documentation deep dive

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

  it is vital to study your own project documentation 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

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