

CCH® *Tagetik* | ACADEMY



Customer - Academy
Catalogue

We *get* Finance. You *get* Results.

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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.

Learning Paths

We designed recommended Learning Path to maximize your investment in Education, 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.

After the learning path, you will find detailed information for each Course.

Course Delivery

All Academy courses are run as 'Live' classroom training. 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.

All training courses are based on Tagetik 5 and include the following training material:

- User Manual with theory, tips and workshops,
- Interactive e-learning to review topics or see additional examples (for selected courses)
- Quick Reference cards.

The minimum number of attendees for a training course is 3, the maximum is 10.

Note: In the case of special requirements, some training courses can be delivered as a Virtual Classroom Training, remotely led. We recommend live classroom as best practice.

Course Location

Courses can be held at Tagetik offices or on-site at the customer location. For further information, please contact us at tgk-dl-academy@wolterskluwer.com or your local Academy representative:

- **Italy:** tgk-dl-academy@wolterskluwer.com
- **Central Europe & Nordic:** tgk-dl-edu.benelux@wolterskluwer.com or tgk-dl-edu.dach@wolterskluwer.com
- **South & West Europe:** tgk-dl-edu.france@wolterskluwer.com
- **United Kingdom:** tgk-dl-edu.uk@wolterskluwer.com
- **APAC.:** tgk-dl-edu.apac@wolterskluwer.com
- **North America:** tgk-dl-edu.na@wolterskluwer.com



Administrator Learning Path



Learning path steps (see later for full description of courses)

- **Data Model:** data model definition and maintenance, aggregation structures, and relevant information for each Dimension.
- **Output Reporting:** basic reporting features for data browsing and data entry which represent the pillars for any CCH® Tagetik implementation.
- **Data Collection:** basics of the application process setup and all features for collecting data.
- **Consolidation/Planning/Collaborative Office:** setup and maintenance of a specific Process
- **On-line test:** optional on-line test that covers the previous 4 steps. The test can be used to self-evaluate your skills on CCH® Tagetik and help you understand the areas where you can improve. Passing the test will unlock a "Certified Administrator" Diploma.

Project deep dive: this last step 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.

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 Administrator.



Power User Learning Path



Learning path steps (see later for full description of courses)

- **Data Model:** data model definition and maintenance, aggregation structures, and relevant information for each Dimension. This module can be studied as e-learning or as a full class (optional)
- **Output Reporting:** basic reporting features for data browsing and data entry which represent the pillars for any CCH® Tagetik implementation.
- **Vertical Topics:** you can add to your path any Vertical topics that will be part of your daily job. ETL, FAM or Data Entry Design are only examples.
- **On-line test:** optional on-line test that covers the first 2 steps. The test can be used to self-evaluate your skills on CCH® Tagetik and help you understand the areas where you can improve. Passing the test will unlock a "Certified Power User" Diploma.

Project deep dive: this last step 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.

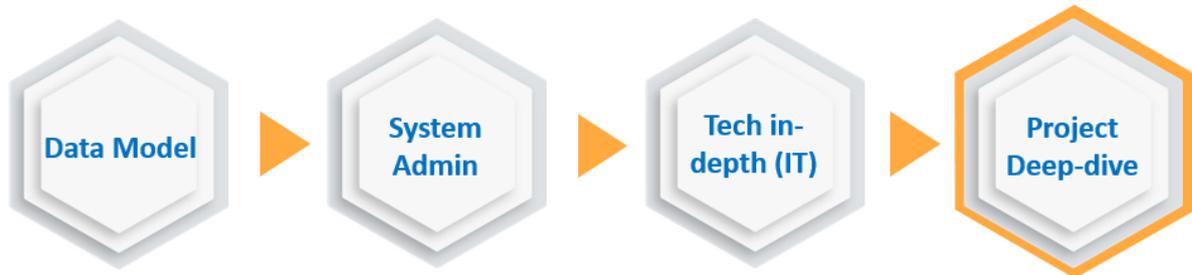
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The full learning path is the only way to get the most out of your CCH® Tagetik and of your time investment in becoming a real Certified Power User.



IT/Sysadmin Learning Path



Learning path steps (see later for full description of courses)

- **Data Model:** data model definition and maintenance, aggregation structures, and relevant information for each Dimension. This module can be studied as e-learning or as a full class (optional)
- **System Administrator:** setup and maintenance of the CCH® Tagetik Repository
- **Tech in-depth:** in-depth and hands-on look at Tagetik architecture, installation procedures and configuration. This step is reserved for IT specialists

Project deep dive: this last step 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.

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.

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Overview Training

Duration: 1 day

Audience: Project team members

Prerequisites: None

Objectives: The Overview Training course will provide attendees with the basic knowledge of CCH® Tagetik. The aim is to provide all involved team members, in a project, with the minimum skills necessary to cooperate efficiently. In addition another goal is to ensure that a high quality analysis phase takes place at the beginning of the project to create the conditions for an effective and productive project team awareness.

Topics:

1. Software architecture.
2. Dimensions.
3. Software interfaces.
4. Available methods for loading and processing Data.
5. High-level description of Reporting tool:
 - a. Main concepts of Forms design.
 - b. Navigation and Data Entry modes.
6. How Tagetik approaches the business processes.
7. General Tips & Techniques and Best Practices.



Upgrade to HTML 5

Duration: 1 day

Audience: Administrators and Implementers

Prerequisites: Experience with previous CCH Tagetik versions

Objectives: This training course is aimed at Administrators/Implementers, who are currently using or implementing a previous CCH Tagetik version (CCH Tagetik 4) and who wish to upgrade to the 5 version OR using CCH Tagetik 5 but still with FLEX interface. Attendees are assumed to understand the basics of CCH Tagetik database administration and reporting. The course focuses on the main innovations introduced with HTML 5 interface, specifically about the graphic interface and in term of functions and user experience improvement.

Topics:

1. Navigating through the HTML5 interface
2. Customizing your home page
3. Using the Process cockpit
4. Data model setup and maintenance
5. Process definition (including business workflow)
6. New functionalities in HTML5
7. Next steps

Additional info: Available also as Virtual Classroom Training (VCT).



Data model

Duration: 1 day

Audience: Administrators and Implementers

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 Implementers

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

Objectives: This training course covers all necessary features to design reports for data browsing, which represent the pillars for any CCH® Tagetik implementation.

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. Formatting best practice
7. Maintenance best practice
8. Basic usage of CCH® Tagetik style
9. Tips & Tricks

Additional info:

- Interactive E-learning as additional asset included



Data Collection

Duration: 1 day

Audience: Administrators and Implementers

Prerequisites: Data Model and Output Reporting

Objectives: This training course covers the basics of the application process setup and all 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

Duration: 2 days

Audience: Administrators, Implementers and Consolidators

Prerequisites: Data Model, Output Reporting and Data Collection

Recommended: Basic Knowledge of Financial Consolidation.

Objectives: This training course covers the skills necessary to implement a full basic consolidation process. This course 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.



Budgeting and Planning

Duration: 2 days

Audience: Administrator, Implementers IT Professional

Prerequisites: Data Model, Output Reporting, Data Collection, Database file management, basic SQL Scripting Language (recommended)

Objectives: This training course covers the skills necessary to follow the full budgeting process: from data loading, to customization of specific calculation logics through the implementation of advanced calculations (MDX-like). The course will also provide the ability to implement Profitability model leveraging the CCH® Tagetik built-in Allocation Engine. In addition all skills necessary to create advanced and powerful Excel forms are included.

Topics:

1. Budgeting Process setup
2. Advanced Reporting tools:
 - a. Query Management
 - b. Data Processing Management
 - c. Check expressions
 - d. Spreading and Break back
3. Assets depreciation tool
4. Closing & Allocation Process Overview:
 - a. Rules Structure
 - b. Allocation Rules and details
 - c. How to set an Execution Plan and to start data processing
 - d. C&A Specific Reporting tools
5. Calculation logics:
 - a. Standard calculation
 - b. MDX-like calculation scripting language (TGKML)
 - c. Forecast Models
 - d. Rolling Forecast
 - e. Snapshot Scenarios
 - f. Monthly Splitting
6. 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, how to distribute the duties among the contributors as well as how data is retrieved 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.
 - a. Create a complete Document.
6. Tips & Techniques and Best Practices.



AIH Basics

Duration: 2 days

Audience: Administrators, IT Professional and Implementers

Prerequisites: Data model, Output reporting, Database file management, SQL Scripting Language (recommended)

Objectives: This training course covers the skills necessary to implement an AIH. Attendees will be taught the difference between Financial and Analytical Workspaces, how to create Analytical Dimensions and all kind of Datasets included logical, virtual and reference tables. The course will provide the ability to configure the AIH calculation engine, called Data Transformation Package, and the usage of Data integration tools into the business workflow. Moreover attendees will learn to use Analytic Information Hub reporting side.

Topics:

1. Analytical Workspace and Financial Workspace
2. Analytical Dimensions and Datasets
3. Data Transformation Package
4. Data integration tools (QDL, Datasource Mapping)
5. Analytical Workspace on reporting side
6. Virtual Datasets
7. Import/Export
8. Introduction to Special Method Parameters



Solvency II

Duration: 1 day

Audience: Administrators

Prerequisites: Data Model

Objectives: The CCH® Tagetik Solvency II training course will provide attendees with the knowledge of how to navigate within the CCH® Tagetik Solvency II Pre-Package Solution (PPS). Another goal is to learn how to extend the data model of the Solvency II template with customer specific information, such as entities and the organization hierarchy.

Topics:

1. Implementation scenarios for CCH® Tagetik Solvency II
2. Project approach, resourcing and attention points
3. Introduction CCH® Tagetik Solvency II PPS
4. QRT analysis
5. Data delivery methods
6. Data model additions (based on best practice)
7. Consolidation (solo vs. group)
8. Other (local) reporting requirements: Nationale Staten, ZIN (if applicable)



Lease Accounting Solution (IFRS 16 & ASC842)

Duration: 2 days

Audience: Administrators and/or key users and project team members, Implementers

Prerequisites: Basic knowledge of lease accounting regulation (IFRS16 & ASC842); Data Model and Output Reporting courses.

Objectives: This 2-days standard training gives insights in navigating within the CCH® Tagetik Lease Accounting Solution, both from an End uUer and Administrator perspective. Also an important part of this training is to get familiar with the CCH® Tagetik terminology, which is an important asset for successful meetings in the design phase. Moreover, this training will provide the ability to exploit all the prepackaged tools (e.g. data entry reports, ETL, carryforward functions, data model) thanks to different hands-on sessions performed throughout the course.

Topics:

1. Lease Accounting Solution overview
2. Behind the solution: Lease Accounting & AIH
3. Lease Accounting data model
4. Lease Accounting standard import ETL
5. Lease Accounting process configuration
6. Lease Accounting advanced functionalities



ETL Foundations

Duration: 1 day

Audience: Administrators, Data integration specialists and Implementers

Prerequisites: Data Model (mandatory), Output Reporting & Data Collection (recommended) training, SQL programming language, understanding of ETL concept & processes

Objectives: This training covers the basics of the CCH® Tagetik ETL module configuration and provides best practices. The attendees will configure an ETL with mapping functionality that can load financial data for a Tagetik implementation.

With this knowledge you can also update existing ETL's with new functionality according to 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



Functional Application Management

Duration: 1 day

Audience: Administrators and Implementers

Prerequisites : Data Model

Objectives: the Functional Application Management (FAM) course will give anybody who has an Administrator role the necessary skills to maintain the CCH® Tagetik application. During the course students will learn to get an application ready for the coming year. But also learn how to adjust the application in case of mergers, acquisitions, new accounts, new products or any other changes in the datamodel. In most companies changes to the datamodel will occur on regular basis. It's important that administrators are aware of the implications of these changes and when they need to run a deployment. This course aims to make Ccompanies less dependent of their CCH Tagetik Implementation partner

Topics:

1. Maintain datamodel
2. Maintain workflow & process
3. Maintain consolidation
4. Other application management tools



System Administrator

Duration: 1 day

Audience: Implementers, Administrators

Prerequisites: Data Model course. Output Reporting and Data Collection courses, as well as as time spent in developing projects are recommended.

Objectives: This hands-on training course provides a basic overall knowledge of the configurations, functions, and tools available in the Repository with a focus on application administration. The attendees will learn how to use the various functions and tools in the Repository to configure and manage an environment of CCH Tagetik.

Topics:

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



Technical Overview training

Duration: 1 day

Audience: IT Professional, Help Desk and Implementers

Prerequisites

- Knowledge of MS Office Excel, Word and PowerPoint usage and configuration
- General experience with Windows, Mac, or Linux-based computers

Objectives: The CCH® Tagetik Technical Overview course will provide attendees with the basic introduction to Tagetik applications from a technical perspective including an overview of the application architecture and the additional components that make up the CCH® Tagetik family of products. The course will also discuss basic maintenance, upgrading, and troubleshooting. The goal of this course is to provide anyone with minimal or no background in CCH® Tagetik and with any level of technical skills with the understanding of the technical architecture of Tagetik.

Topics:

1. Introduction to Core CCH® Tagetik Application Architecture and infrastructure
2. Important Aspects of Resource Estimation
3. Overview of Installation/Upgrade of the Application and Add-in
4. Introduction to Additional Tagetik Components and Integrations
5. Introduction to Basic Maintenance, Operations, and Troubleshooting



Technical In-depth training

Duration: 3 days

Audience: IT, Help Desk or Consulting personnel

Prerequisites

- Topics covered in CCH® Tagetik Technical Overview Training Course
- Experience in the following areas
 - Database Management
 - Usage and management of a JEE compliant application server
 - Microsoft Office Add-ins
 - Basic administration and configuration of Windows and/or Linux

Objectives: The CCH® Tagetik Technical In-depth Training course will provide attendees with an in-depth and hands-on look at Tagetik architecture, installation procedures and configuration. Through exercises students will learn Tagetik's technical architecture and the basics of installing Tagetik on a Windows OS with JBoss/ SQL Server. This course provides a technical overview of the Tagetik suite of products and how each interacts with the others via the infrastructure. The installation of the CCH® Tagetik .Net Office Add-in will also be presented. Upon completion of this course, students should be able to install and upgrade Tagetik with JBoss/SQL Server, understand the same procedures with other application servers and RDBMS, perform some simple configuration tasks and troubleshoot basic problems.

Topics:

1. Detailed review of CCH® Tagetik Architecture both server-side and client-side
2. Introduction to Tagetik Resource Estimation
3. Introduction to Installation of Tagetik-with Windows/JBoss/SQL Server
4. Introduction to Tagetik .Net client(s)
5. Upgrade of Basic Tagetik components
6. Technical Overview of other Tagetik Components including Introduction to Basic Maintenance, Operations, and Troubleshooting



Customized End-user Training (if applicable)

CCH® Tagetik don't usually provide STANDARD training for End Users. They are usually trained on customer's application by project team members.

The Academy offers the possibility to develop a Customized End-user Training.

Duration: to be determined based on training design session

Prices: Prices and timing to be discussed with the implementation team. Customized End-user training is quoted as a separate project, on a T&M approach.

Audience: End-Users

Prerequisites: none

Objectives: This customized training focuses on End-user activities (cockpit, matching, data collection, submission etc.). It is Developed on the Customer's application and can follow different approaches (Train-the-trainer, class, e-learning, blended approach etc.)

IMPORTANT: Customized End-user training courses are developed on-demand for a specific Customer. Prices, availability, timing and other details should be discussed with your training representative. Please mind that this service might not be available in every region.

