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COGNOS 8 CONTROLLER APPLICATION SETUP

Cognos 8 Controller Application Setup is a two-day, instructor-led course that teaches application administrators how to set up a Controller application for use throughout their organization. Students will learn how to set up a Controller application by creating the necessary structures (such as accounts and companies), and defining the necessary configuration settings. Once students have finished setting up their Controller application, they will test it to ensure that it works properly.

Introduction to Cognos Controller

- Review the Cognos Corporate Performance Management (CPM) solution and the role of Cognos Controller in CPM
- Examine Cognos Controller components
- Examine the structures used in a Controller application
- Examine the application setup workflow
- Log on to a Controller application and set personal options

Set Up Companies

- Examine the importance of company structures in a Controller application
- Enable different currencies and countries for use in the Controller application
- Create and link companies
- Specify ownership relations between companies
- Verify the company structure

Set Up Accounts

- Examine the importance of account structures in a Controller application
- Create and link accounts
- Maintain an account structure
- Verify the account structure

Configure the Application

- Examine general configuration settings for a Controller application
- Configure a Controller application

Enable Data Entry

- Examine how to populate a Controller application with data
- Examine different types of forms
- Create forms
- Verify the form structure
- Examine form sets

Set Up Accounts to Show Changes over Time

- Examine the use of movement accounts to track changes over time
- Examine the workflow process to create movement accounts
- Enable and create movement accounts
- Prepare movement accounts for data entry

Enhance Data Analysis

- Examine how to refine data analysis in Controller
- Enable and define extended dimensions
- Prepare accounts for extended dimensions
- Add extended dimensions to forms
- Verify extended dimensions, accounts, and forms
- Generate reports for extended dimensions

Customize the Data Entry View

- Customize the data entry view
- Define and group the items you want to restrict
- Generate reports for linked structures

Define and Schedule the Data Entry Process

- Examine the data entry process
- Enable and define report occasions for data entry
- Examine different ways of making periods read-only

Test the Application Setup

- Test structures
- Manually enter data into the Controller application
- Reconcile data
- Examine the status of data
- Track changes to metadata

Personalize Your Application (optional)

- Examine options that can be personalized
- Configure local preferences

INTENDED AUDIENCE

This course is recommended for Cognos Controller Application Administrators.

PREREQUISITES

Participants should have a basic knowledge of group accounting.

LET US HELP YOU

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