

□

IBM Cognos Controller: Author Reports (v10.2/v10.3)  
Information

**Length:** 8.0 Hours  
**Ref:** P8222G □  
**Delivery method:** Classroom  
**Price:** AUD

Overview

This course teaches authors, with basic knowledge of group accounting and Microsoft Excel, how to design and generate financial reports using IBM Cognos Controller. Students will learn how to create ad hoc and standard reports to analyze data. They will also develop custom reports using the Report Generator utility and the Excel Link. In addition, students will learn how to run multiple reports at the same time with report books.

If you are enrolling in a Self Paced Virtual Classroom or Web Based Training course, before you enroll, please review the Self-Paced Virtual Classes and Web-Based Training Classes on our Terms and Conditions page, as well as the system requirements, to ensure that your system meets the minimum requirements for this course. <http://www.ibm.com/training/terms>

Public

Authors

Prerequisites

- Basic knowledge of group accounting
- Basic knowledge of Microsoft Excel

Objective

Prior to enrolling, IBM Employees must follow their Division/Department processes to obtain approval to attend this public training class. Failure to follow Division/Department approval processes may result in the IBM Employee being personally responsible for the class charges.

GBS practitioners that use the EViTA system for requesting external training should use that same process for this course. Go to the EViTA site to start this process:

<http://w3.ibm.com/services/gbs/evita/BCSVTEnrl.nsf>

Once you enroll in a GTP class, you will receive a confirmation letter that should show:

- The current GTP list price
- The 20% discounted price available to IBMers. This is the price you will be invoiced for the class.

## Topics

Create ad hoc reports to quickly analyze and compare figures

Run standard reports to verify and analyze data for consolidation

Create custom reports using the Report Generator

Create, modify, and run reports in Excel using the Excel Link

Run multiple reports simultaneously by grouping reports into report books

□