

## Training: IBM IBM Cognos Controller: Author Reports



### TRAINING GOALS:

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.

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Please refer to course overview

Authors

### CONSPECT:

- 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

### REQUIREMENTS:

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

### Difficulty level

