

INdependent, TRustworthy and Excellent business consultancy

SAP Disclosure Management – training for project teams and administrators

Course description

This two-day training session covers the main functions you will need to use when setting up a SAP Disclosure Management environment. You will also learn the process of using the environment for generating your external or internal reports using workflows and version control.



Course audience

This training session is intended for project team members and administrator users who need to maintain a SAP Disclosure Management environment.

Delivery method

Instructor-led class room training.

Course topics

This instructor-led class room training is designed to provide you with hands-on experience in setting up reports and use data from your different sources;

- You will learn how to setup chapters and understand the version control function;
- You will learn how to create workflows and assign them to the specific chapters;
- You will learn how to used Word templates for your reports and tables;
- As well, you will learn how to setup a data cache of different sources and link the Excel tables to your Word chapters of your final report.

At the end of this training you will be familiar with all functions of a SAP Disclosure Management environment. You will have enough knowledge to build your own reports in SAP Disclosure Management and deploy the new process of generating your reports in your organization:

- We will show you our best practices in setting up Word templates and workflows;
- We will give you tips and tricks in setting up a robust and solid central data cache that contains one version of your data.

Prerequisites

To attend this training, we recommend that you have basic knowledge of Microsoft Word and Excel.