Wands Training Offerings Course Curriculum
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GL Wand Reporting

Course Code: E4A-SVC-TRN-GLWAND-3.0-OL  
Program Level: Basic  
Field of Study: Specialized knowledge

Who should take this course?

Users will learn how to use the GL Wand tool for General Ledger/Financial Reporting.

Learning Objectives

Upon successful completion of this course, you will have gone through:
- Creating dynamic General Ledger/Financial Reports
- Leveraging Excel to reduce manual entry across the workbook

Agenda

Day 1
- Welcome
- Introduction to GL Wand / How to access
- Overview of Ribbons within Excel
- Get Balance Formula
- Execute Drill Down
- Customize Drill Down
- Discover
- Syntax
- List of Values
- Expand
- Segment Descriptions
- Explode
- Refresh options
- Hide Zero Rows

Course Details

Duration
- 3 hours

Materials Provided
- Course Guide

Pre-Requisites
- Basic knowledge of Microsoft Excel

Delivery Methods
- Group Live: Up to 10 users
- Group Internet Based – Instructor Led: Up to 10 users

Course Credit
- CPE Credits: 3

Hands-on: 100%

Note: Training is conducted on the client’s environment. It is important that the client’s environment has been tested.