Note

Before using this information and the product it supports, read the information in "Notices" on page 27.

Product Information

This document applies to IBM Cognos Controller Version 10.3.0 and may also apply to subsequent releases.

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Introduction

This document is intended for use with IBM® Controller Web version 10.3.0.

Controller Web is a web application designed for a reporting site user who needs to report for one or more subsidiaries into the group’s financial consolidation. All configuration and maintenance will be done in the IBM Cognos® Controller rich client.

Cognos Controller is integrated with various IBM Cognos products to provide a complete solution for analysis and reporting.

Audience

To use this guide, you should have an understanding of Cognos Controller.

Finding information

To find product documentation on the web, including all translated documentation, access IBM Knowledge Center (http://www.ibm.com/support/knowledgecenter).

Forward-looking statements

This documentation describes the current functionality of the product. References to items that are not currently available may be included. No implication of any future availability should be inferred. Any such references are not a commitment, promise, or legal obligation to deliver any material, code, or functionality. The development, release, and timing of features or functionality remain at the sole discretion of IBM.

Accessibility features

Accessibility features help users who have a physical disability, such as restricted mobility or limited vision, to use information technology products. IBM Cognos Controller Web has accessibility features. For information on these features, see Chapter 10, “Accessibility features,” on page 25.

IBM Cognos HTML documentation has accessibility features. PDF documents are supplemental and, as such, include no added accessibility features.
Chapter 1. Logging on to IBM Controller Web

You can log on to Controller Web.

Procedure
1. Enter the URL to log on to Controller Web in a web browser.
2. Specify your user name, your password, and the database you want to connect to.
3. Click Login.

Logging off from IBM Controller Web

You can log off from Controller Web.

Procedure

In Controller Web select Administrator > Logout.
Chapter 2. Controller Web workflow

Controller Web allows you to report for one or more subsidiaries into the group’s financial consolidation.

The setting up and administration is done in Cognos Controller. The workflow for the consolidation in IBM Controller Web is:
1. Open a project on the landing page.
2. Select a company and its submission you want to work on.
3. Populate the forms with data.
4. Reconcile intercompany transactions.
5. Manage the journals.
6. Check the account reconciliation.
7. Review your data.
8. Submit your data.

Status icons

IBM Controller Web uses visual indicators for the status of form, journals, intercompany reconciliation, and account reconciliation.

The different steps in the flow is indicated with warnings on the corresponding tab as soon as there is an action necessary. Mandatory actions are displayed in red and non-mandatory in yellow.
- A warning shows the number of missing forms on the Populate tab.
- A warning shows the number of intercompany differences on the Intercompany tab.
- A warning shows the number of journals that need approval on the Journals tab.
- A warning shows the number of differences you need to fix in the Reconciliation tab.

The next table shows how to interpret the visual cues in the user interface.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="green_icon.png" alt="Green Icon" /></td>
<td>The green icon with a number indicates a good status, for example that a form is reported.</td>
</tr>
<tr>
<td><img src="light_grey_icon.png" alt="Light Grey Icon" /></td>
<td>The light grey icon with the number means a neutral status, for example not applicable.</td>
</tr>
<tr>
<td><img src="circular_red_icon.png" alt="Circular Red Icon" /></td>
<td>The circular red icon with a number indicates high priority errors.</td>
</tr>
</tbody>
</table>
Table 1. Meaning of icons (continued)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The circular yellow icon with a number indicates low priority errors.</td>
</tr>
</tbody>
</table>

**Calendar ribbon**

IBM Controller Web shows the important submission dates in the calendar ribbon.

You can set submission dates in the IBM Cognos Controller menu **Maintain > Submission > define**.

The following illustration shows the calendar ribbon.

You can click a milestone in the calendar. The details of the submission are displayed.
Chapter 3. Opening a project

After you log on to IBM Controller Web, you can work on a project.

About this task

The next illustration shows the landing page with the open projects.

Procedure

1. On the landing page, click the project with the period and actuality you want to work on. You can view All projects or only the Open projects by clicking ✔️. Use the Search field to search for a specific project.

2. Click ✔️ to view All My Companies or select a specific company for which you want to do the submission.

3. Click a submission that you want to work on. The status of the submission is indicated by an icon. If the submission has a lock icon 🔒, then you can unlock, depending on your rights, the submission by clicking the lock icon. At the bottom of the screen, a calendar shows the deadlines for the submissions.
Chapter 4. Populate

You can enter data in IBM Controller Web. You can enter period values manually or transfer them automatically using a file from an external system.

You can do the following:
• Filter forms based on their status.
• Search for a specific form.
• Click a data entry form to open it.

You can use your forms to enter data in Controller Web, with some limitations.

The forms are still created and maintained in Cognos Controller.

The rows and columns of data entry forms are based on the form definitions from Cognos Controller, but nothing from the form layout (created in Microsoft Excel) is applied to the web forms. This includes formatting, calculations, and others.

If you create new or modify existing data entry forms for use in Controller Web, you should still create and update the layout (in Microsoft Excel) to have all settings updated correctly. Even if the layout itself is not used in Controller Web.

Forms that are not valid for use in Controller Web will still be displayed in the list of forms in Controller Web and the status of these forms can still be managed in Controller Web.

The next illustration shows the Populate tab.

Controller Web supports the following standard data entry forms:
• Period/actuality in columns and accounts in rows.
• Extended dimensions as filters, period/actuality in columns and accounts in rows.
• One extended dimension in columns and accounts in rows. Also combined with extended dimensions as filters.
• Movement extensions in rows and base accounts in columns.
• Movement extensions in columns and base accounts in rows.

Enter reported values

Complete the following steps to enter reported values in IBM Controller Web.

Procedure
1. On the Populate tab, click one of the available forms. Use the Search field to search for a specific form. The form opens.

   An actuality or period can be opened or closed for data entry, depending on the settings in IBM Cognos Controller.

   The companies available for data entry are determined by the user rights.

2. Select or enter the form for which you want to enter values. Other text boxes may also appear, depending on what type of information the selected form contains.

   The forms available for data entry are determined by the settings of the current submission, defined in the Define Submission window in Cognos Controller.

   Available forms also depend on user rights and linked structures that may have been defined.

3. Enter values, intercompany values and comments in all relevant cells.

   You are allowed to enter comments when the cell has a yellow or a green marker. A green indicator allows you to add a comment.

   A yellow indicator means that a comment has been added.

   In the Optional comment window, you can insert comments. To view entered comments select the row with the account and click Add optional comment.

4. If the account is an intercompany account, then the cell has a blue marker.

   In the Intercompany Details window that opens you can do the following:
   • For the listed Counter Companies you can change:
     – The Transaction Currency
     – The Transaction Amount
     – The Local Amount
   • Add a Counter Company by clicking the plus button
   • Remove a Counter Company by clicking the garbage bin button

5. If you want to save the data from this submission in a spreadsheet, click Export data.

6. Click Save to save your changes.
Importing data

In IBM Controller Web, you can import data from external systems, for example accounting systems.

About this task

File formats that can be imported are Microsoft Excel spreadsheets (.xlsx) or text files (for example, .csv or .txt).

The import is not limited by the current context (period/actuality, company, submission) but is restricted by user rights and period locking.

Text files must use decimal point (not comma) for decimals and semicolon (not comma or tab) as delimiter between the data fields.

The imported file must contain the codes that are used in the IBM Cognos Controller structures (for company, account, and others) and must be structured according to a specific format. Each row must contain data in the following order and format: Period, Actuality, Company, Currency, Account, Amount, Extdim1, Extdim2, Extdim3, Extdim4, Counter company, Counter dimension, Transaction amount, Transaction currency, Origin company, Comment.

Procedure

1. On the Populate tab, click Import Data.
2. Browse for a file on your system and click Preview file.
3. In the window Preview data, you can evaluate the data to be imported.
4. Click Import.

Results

The values are imported into the forms.

Managing the form status

In IBM Controller Web, you can manage the status of forms.
About this task

The following illustration shows the different status of the forms.
Procedure

1. On the **Populate** tab, click a form with the status **Missing**. Or select all missing forms by clicking the **Missing** filter and then **Select All**. Missing forms are indicated by an orange icon.

2. If the form should not be reported for the current period, set the form status for the selected forms to not applicable by clicking **Set the form status to ’N/A’**.

3. If needed, you can set the form status back to **Missing**.
Chapter 5. Intercompany reconciliation

With intercompany reconciliation in IBM Controller Web, you can reconcile transactions between a company and all the counter companies where intercompany transactions exist. The purpose of the intercompany reconciliation is to provide a quick way of tracing differences before consolidation calculations are performed.

This feature is intended for a reporting site user who needs to reconcile intercompany balances for one company at a time against other group companies.

Amounts in the respective local reporting currencies are translated into your reporting, local currency, using the currency rates that have been entered for the period in IBM Cognos Controller.

The initial view is meant to give an overview of all the differences you have to deal with. One record for each combination of counterpart and category (control table) and with the largest difference at the start of the list.

All categories and all journal types are included. As soon as numbers affecting your reconciliation are changed, for example your counterpart changes values, then Controller Web updates to reflect the change.

On the tab Intercompany, Controller Web displays the following items:

- **My transactions**
  
  All existing transactions that are reported by your company and that are included in the calculation of the selected difference.

- **Counterpart transactions**
  
  All existing transactions that are reported by other group companies with your company as counterpart and that are included in the calculation of the selected difference. Amounts in other currencies are translated into your local currency.

- **Difference**
  
  The difference between my transactions and counterpart transactions.
Performing intercompany reconciliation

Complete the following steps to reconcile between companies in IBM Controller Web.

**About this task**

The next illustration shows the Intercompany tab with a profit and loss balance.

**Procedure**

1. On the Intercompany tab, click one of the available counter companies with a difference. Use the Search field to search for a category or counterpart. The intercompany balance shows:
   - My transactions
   - Counterpart transactions
   - Difference

2. To change your intercompany transactions, click the three dots and select a data entry form.
   The forms available for data entry are determined by the settings of the current submission, which is defined in the Define Submission window in Cognos Controller. Available forms also depend on user rights and linked structures that may have been defined.

3. Enter values, intercompany values, and comments in all relevant cells with the buttons on the toolbar. For more information, please see "Enter reported values" on page 8.

4. If you want to save the data from this submission in a spreadsheet, click Export data.

5. Click Save to save your changes.
Chapter 6. Journals

Use journals to correct and adapt your reported data. Journal types are defined in IBM Cognos Controller menu Maintain > Configuration > Define > Closing Versions/Journal Types and can be in read/write depending on the settings in the user rights.

The next illustration shows the journals for the current period.

Posting journals

Complete the following steps to post journals in IBM Controller Web.

Procedure
1. To view an existing journal, click a journal number on the Journals tab.
2. In the Journal number window, you can view and update the amounts for Debit and Credit for each account.
3. Add an account by clicking Add row.
4. Delete an account by clicking and .
5. Click Post journal to save changes and post the journal.

Adding a journal

Complete the following steps to add journals in IBM Controller Web.
**Before you begin**

You cannot edit the system reserved journals.

Journals are posted in local currency only.

All web journals get the copy rule T (Temporary) by default.

Journals in columns are not supported.

The following settings in general configuration from IBM Cognos Controller are not supported:

- Plus / minus (+/-) layout on journal and investment dialog. In Controller Web, it is always debit / credit.
- Journal update according to reconciliation between accounts.
- Close existing journals for change.
- Use form set in data entry journal.

The following illustration shows the Journal number window.

![Journal Number 101](image)

**Procedure**

1. On the tab **Journals**, click the plus button `+`.
2. In the Journal number window, add a description.
3. Add an account by clicking **Add row**.
4. You can update the amounts for Debit and Credit for each account.
5. Click **Post journal** to save changes and post the journal.
Chapter 7. Account reconciliation

Account reconciliation helps you find any differences that must be fixed before completing the reporting to the submission. Reconciliation is necessary if you want to check that entered and imported values are correct. If the reconciliation is completed without errors, you can update the status of the company in IBM Controller Web.

You can quickly see if there are any reconciliation differences over the accepted limit, how many they are and of what type. The reconciliation is done according to the rules that are set up in the account structure in IBM Cognos Controller and consists of three categories:

- Debit / Credit
- Between Accounts
- Opening Balances

The option Set status for submission to Ready after reconciliation from Cognos Controller is not supported in Controller Web. You must actively submit your company to get status Ready.

Reconciling accounts

Complete the following steps to reconcile between accounts in IBM Controller Web.

**About this task**

The next illustration shows the Reconciliation tab.

![Reconciliation Tab](image)

**Procedure**

1. On the Reconciliation tab, click one of the categories to see the reconciliation details for that category.
2. If you need to break down the differences by journal type, then click on the total for Between Accounts or Opening Balances, or click Show journal types. Differences are sorted by size.
3. Click an account or an amount in the reconciliation details screen to navigate directly to a data entry form that contains the account.
4. When numbers that affect your reconciliation are changed, the data on the reconciliation tab updates to reflect that. For example, if a change is made by importing or manually updating data.
Chapter 8. Review

Reports provide basic reporting and analysis for a reporting site in IBM Controller Web.

You can check the numbers before submitting the numbers to the group.

Reports definitions are saved per user. You can create new reports or view existing reports.

Periods in the report definition are defined relative to the current period (+0, -1, -12, etc).

Available runtime selections are different depending on the report definition. To make selections available at runtime, set it to $$ in the report definition for at least one column.

The rows in the report are based on one selected data entry form.

Reviewing reports

Use reports to review your company’s balances in IBM Controller Web.

About this task

The next illustration shows filter selection for a report.

The next illustration shows a report on the Review tab.
Procedure

1. On the Review tab, click an existing report.
2. If applicable, select the filters needed for the report.
3. Click View report.

Adding report definitions

You can add new report definitions in IBM Controller Web.

About this task

The next illustration shows the report definition form.
**Procedure**

1. On the **Review** tab, click **New report definition**.

2. Specify the following items for the report definition:
   - **Code**
   - **Name**
   - **Row definition** from the menu
   - **Column definition** by selecting the following values:
     - **Actuality**
     - **Period**
     - **Currency code**
     - **Closing Version**
     - **Extended Dimension (Optional)**

   To add a column definition click  
   To duplicate a column definition click  
   To delete a column definition click  

3. Click **Save as new**.

---

Chapter 8. Review

21
Chapter 9. Submit

To be able to submit your reporting (the Submit button is active) in IBM Controller Web, a couple of conditions must be met.

- No data entry forms have status Missing.
- Account reconciliation shows no differences over the accepted limit.
- All previous submissions for the period are reconciled correctly.

Submitting data

Use the submit function to complete your reporting and lock your data for further updates in IBM Controller Web.

About this task

The next illustration shows the submission tab.

Procedure

1. On the Submit tab, evaluate the status of the submission.
2. Click Submit.
Chapter 10. Accessibility features

Accessibility features help users who have a physical disability, such as restricted mobility or limited vision, to use information technology products.

IBM and accessibility

See the IBM Accessibility Center for more information about the commitment that IBM has to accessibility.

[IBM Accessibility Center](http://ibm.com/able)
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Glossary

This glossary provides terms and definitions for the IBM Cognos Controller software and products.

The following cross-references are used in this glossary:

- *See* refers you from a nonpreferred term to the preferred term or from an abbreviation to the spelled-out form.
- *See also* refers you to a related or contrasting term.

For other terms and definitions, see the IBM Terminology website (opens in new window).

---

**A**

**access right**
A designation of the rights that users have, such as read, modify, create, delete, and admin (RMCD).

---

**actuality**
A set of data that can be collected, such as forecast, budget, or actuals. An actuality often defines a period.

---

**C**

**closing version**
A reporting version that contains the reported values for a given period, plus one or more journal types.

---

**D**

**dimension**
A broad grouping of descriptive data about a major aspect of a business, such as products, dates, or locations. Each dimension includes different levels of members in one or more hierarchies and an optional set of calculated members or special categories.

---

**E**

**extended dimension**
A dimension that can be defined by the user.

---

**F**

**form set**
A collection of forms.

---

**G**

**group**
A company type to which subordinate companies are connected; for example, subsidiaries, group companies, group adjustment companies, or legal units.

---

**J**

**journal type**
A user-defined journal category used for manual adjustments to reported values.

---

**L**

**linked structure**
A combination of selected structures that is used to limit the number of available objects, making it easier for individual users to make selections from menus.

---

**M**

**movement account**
An account generated from a base account, or a manually defined account that reflects movement of equity or fixed assets between opening and closing balances.

**movement extension**
A suffix which together with a base account form a movement account.

---

**P**

**period**
A date interval that reported values are saved in. An example of a period is December 2000.

**period locking**
The process of restricting access to finished periods. An option exists to lock the period entirely, or to restrict data entry only.
**R**

reported value (REPO)  
A value created by data entry or import, without any manual corrections. The abbreviation for reported value is REPO.

**S**

submission  
A collection of form sets reported during a specific period and actuality.

summation account  
An account to which other accounts are summed.
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