

# XLOne Reporting Training

Course Synopsis	
Duration	1 Day
Course Outline	This course provides attendees with an understanding of functionality available within XLOne Reporting.
Attendees	Attendees are expected to be familiar with TechnologyOne Financial Concepts - Chart and Ledger structures, as well as have the ability to use Microsoft Excel functionality in a competent manner.
Course Objectives	The purpose of the course is to facilitate achieving the following objectives: <ul style="list-style-type: none"><li>• Design and run basic XLOne Reports</li></ul>
Course Topics	During this course participants will be given the opportunity to learn: <ul style="list-style-type: none"><li>• Setup and launching XLOne</li><li>• Concepts of XLOne report design</li><li>• Report Variables</li><li>• Column Commands</li><li>• Row Commands</li><li>• Report Functions</li></ul>
Areas not covered in this course	<p>This course does not include advanced features of XLOne.</p> <p>This course does not include reporting outside the Financials scope, although the concepts could allow attendees to apply their knowledge to other products. This also does not cover specific configuration for every customer.</p>

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Course Agenda Day 1	
Time/Duration	Topic
9:00am - 9:30am	Welcome and Introduction
9:30am - 10:15am	XLOne Overview <ul style="list-style-type: none"> <li>• Data Sources</li> <li>• Accessing XLOne Functionality</li> <li>• XLOne Design Interface &amp; Menu</li> <li>• Related Exercises</li> </ul>
10:15am - 10:30am	<b>Morning Break</b>
10:30am - 12:30pm	Report Creation <ul style="list-style-type: none"> <li>• Create a new report using Wizard</li> <li>• Report Settings and Variables</li> <li>• Related Exercises</li> </ul> System Configuration <ul style="list-style-type: none"> <li>• Report Functions</li> <li>• Related Exercises</li> </ul>
12:30pm - 1:15pm	<b>Lunch Break</b>
1:15pm - 3:00pm	Report Design <ul style="list-style-type: none"> <li>• Row Commands</li> <li>• Column Commands</li> <li>• Subtotals</li> <li>• Related Exercises</li> </ul>
3:00pm - 3:15pm	<b>Afternoon Break</b>
3:15pm - 4:30pm	Report Design <ul style="list-style-type: none"> <li>• Row Commands</li> <li>• Column Commands</li> <li>• Related Exercises</li> </ul>

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