

# Planning Analytics Workspace Reporting

Course Code: AKPAF-2

This module covers the most important interface for Planning Analytics; PAW (Planning Analytics Workspace). Using a prebuilt model, students will build a forecasting workbook containing input templates, summary views and charts, and then conduct ad-hoc analysis to understand variances, KPIs and financial performance.

This will equip students with the skills required to extract and analyze data within Planning Analytics Workspace and enable them to set up easy-to-use screens, input templates, charts and dashboards that can be used in presentations, month-end meetings, and day-to-day activities.

## Unit 1: PAW Reporting Overview

- PA Reporting Options
- PAW Roles
- Navigating Planning Analytics Workspace
- PAW Books
- Dimension Sets
- Create a Personal Folder

## Unit 2: Creating a Forecasting Workbook

- Create a Revenue Entry Template
- Create an Expense Entry Template
- Create a Payroll Entry Template
- Create a P&L Dashboard
- Create a Welcome page with navigation buttons

## Unit 3: Data Entry and Analysis

- Enter Data Manually
- Enter Data Through Consolidation Typing
- Enter Data Through Keyboard Shortcuts
- Enter Data Through Spreading Methods
- Base vs Sandbox Data Entry
- Using Snap Commands
- Perform Ad-Hoc Analysis