



ABBYY Invoice Processing Training

ABBYY FlexiCapture 11 for Invoices

1-Day Online Training

ABBYY trainings include a combination of theoretical components and practical tasks.

Pre-Requisites FlexiCapture certified consultant can attend this training course.

Audience Accountants, system administrators, consultants and developers specialising in data capture and invoice processing.

Course Goals The attendees learn ABBYY FlexiCapture for Invoices functionality. Upon completion, participants should be able to start an invoice project, set up validation rules, create additional FlexiLayouts required for adding fields, set up and train line item extraction.

Course Format

Time period:	1-day workshop
Language:	English
Format:	Online instructor-led training with hands-on exercises and tasks

Equipment Required for Course Participation Participants should bring the following equipment in order to participate in the training:

- Laptop computer with a dual-core CPU
- Internet connection and internet browser
- Head-set
- USB port
- Computer mouse
- Printer (optional)

Schedule Information The times listed are general approximations and are subject to change depending on the instructor and the type and/or number of questions asked in each module. Each training day will include one morning and afternoon break and a mid-day break for lunch.

AGENDA

DAY 1 – 09:00 - 17:00

Overview and Introduction

- Master data
- Validation Client

Invoice Processing Settings

- Country Settings
- Validation Rules (Country)
- Electronic Invoices
- Additional FlexiLayouts

Invoice Training

- Operator Training
- Administrator Training

Line Item Extraction

- Set-up
- Training
- PO-Matching
- Line Item Extraction
- Selection criteria