

ABBYY Invoice Processing Training – 4 Days

ABBYY FlexiCapture 12 for Invoices

ABBYY trainings include a combination of theoretical components and practical tasks. The FlexiCapture for Invoices course is 16 hours long and consists of two parts: day 1 and day 2 are focused on the Advanced User functionality, day 3 and day 4 are focused on the Developer functionality.

Audience Accountants, system administrators and developers specializing 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
- set up country settings
- connect and set up data base
- create additional FlexiLayouts required for adding fields
- set up line item and purchase order extraction
- train fields and repeating groups (tables)
- localize document definition

Course Format Time period: 4-day workshop (4 hours per day)
Language: English
Format: Instructor-led training with hands-on exercises and tasks

Certification ABBYY FlexiCapture 12 for Invoices Certified Advanced User and ABBYY FlexiCapture 12 for Invoices Certified Developer certifications. A certification test is recommended for all training attendees and must be passed in order to receive certification.

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 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 two morning breaks.

Agenda

DAY 1

- FlexiCapture Basic Knowledge
- System Architecture
- Quick Start
- Processing Stages
- Project Set-up

Invoice Overview

- Challenges
- Usage Scenarios
- Steps to Configure Project
- Project Types and Tax Schemes

Invoice Set-up

- Validation Rules and Statuses

DAY 2

Invoice Set-up

- Country-specific Settings
- Extraction Algorithm
- Data Bases
- Investigation for Problems
- Amount Detection
- Additional FlexiLayout

Line Item Extraction

- Set-up
- PO Matching
- Line Item Extraction

Invoice Training

- Operator Training
- Administrator Training
- Merging of FlexiLayouts

DAY 3

- FlexiLayout Studio Basic Knowledge
- FlexLayout Creation Steps
- Search of Elements
- Formats of Elements
- Table Detection
- Flexilayout Language Basic Concepts

DAY 4

Invoice Advanced Set-up

- Data Sets Update
- Connection to ERP
- New Country Support
- Additional FlexiLayout Development
- Invoice Assembly
- Localization of Invoice Definition

Invoice Training

- Export\Import of Trained FlexiLayout
- Reuse of Training Results