



## ABBYY Invoice Processing Training – 2 Days

### ABBYY FlexiCapture 12 for Invoices

ABBYY trainings include a combination of theoretical components and practical tasks. The FlexiCapture for Invoices course is 10 hours long and consists of two parts: day 1 is focused on the Advanced User functionality, day 2 is focused on the Developer functionality.

<b>Pre-Requisites</b>	You should complete FlexiCapture Basic training before attending this course.
<b>Audience</b>	Accountants, system administrators and developers specializing in data capture and invoice processing.
<b>Course Goals</b>	<p>The attendees learn ABBYY FlexiCapture for Invoices functionality. Upon completion, participants should be able to:</p> <ul style="list-style-type: none"> <li>• start an invoice project</li> <li>• set up validation rules</li> <li>• set up country settings</li> <li>• connect and set up data base</li> <li>• create additional FlexiLayouts required for adding fields</li> <li>• set up line item and purchase order extraction</li> <li>• train fields and repeating groups (tables)</li> <li>• localize document definition</li> </ul>
<b>Course Format</b>	<p>Time period: 2-day workshop (5 hours per day)            Language: English            Format: Instructor-led training with hands-on exercises and tasks</p>
<b>Equipment Required for Course Participation</b>	<p>Participants should bring the following equipment in order to participate in the training:</p> <ul style="list-style-type: none"> <li>• Laptop computer with a dual-core CPU</li> <li>• Internet connection and internet browser</li> <li>• Head-set</li> <li>• USB port</li> <li>• Computer mouse</li> <li>• Printer (optional)</li> </ul>
<b>Schedule Information</b>	<p>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.</p>

## Agenda

### DAY 1 | ABBYY FCI, Advanced User

- FCI Overview
  - Common challenges of invoice processing
  - Usage scenarios
  - Invoice capture process and recognition steps
  - Steps to configure project
  - Project types. Different tax schemes
  - Project customization
- FCI Setup
  - Invoice validation rules and Status
  - General and Country-specific Rules and settings
  - Extraction Algorithm
  - Data Fields for Business Unit and vendor
  - Investigation for problems
    - 1) Deduplication
    - 2) Normalization
    - 3) Manual Modifying
  - Amount Detection Algorithm
  - Line Items and PO Extraction/matching
  - Additional FlexiLayout
- FCI Training
  - Training by Operator
  - Training by Administrator during the Project Setup
  - Training or Manual development
  - Clustering

### DAY 2 | ABBYY FCI, Developer

- FCI Setup
  - Data sets update
  - Possibility to update Master data with data collected from invoices
  - BU and Vendor ID Dependency
  - Connection to ERP
  - GL coding
  - Additional FlexiLayout
  - Invoice assemble script
  - Localization of Invoice Definition
- FCI Training
  - Export/Import of the Trained FlexiLayout
  - Reuse of training results
  - Merging of FlexiLayouts