ABBYY trainings include a combination of theoretical components and practical tasks. The FlexiCapture for Invoices course is 15 hours long, distributed over three days. Day 1 is focused on Advanced User functionality. Day 2 is focused on Developer functionality. Day 3 is an exploration of PO and Receipt capture.

**Pre-Requisites**
You should complete FlexiCapture Basic training before attending this course.

**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 and 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)
- process POs and Receipts
- extract data without a database

**Course Format**
Time period: 3-day workshop (5 hours per day)
Language: English
Format: 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 two morning breaks.

**Agenda**

**DAY 1 | ABBYY FCI, Advanced User**
- FCI Overview
  - Common challenges of invoice processing
  - Invoice capture process and recognition steps
  - Steps to configure project
  - Project customization
- FCI Setup
  - Invoice validation rules and Status
  - General and Country-specific Rules and settings
  - Data Fields for Business Unit and vendor
  - Problem Investigation
  - Amount Detection Algorithm
  - Line Items and PO Extraction/matching
  - Additional FlexiLayout
- FCI Training
  - Training by Operator or Administrator
  - 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

**DAY 3 | ABBYY FCI Additional Features**
- PO Extraction
  - Supported Countries
  - Validation Rules
  - Improving Detection with Data Sets
- Receipts
  - Image Preprocessing
  - Captured Fields
- Working Without a Database
  - Capturing Vendor and BU Names and Addresses
- Training