



xSuite ACADEMY 2023/2024 Training Courses for Customers

Courses that meet your company's needs

We have developed a set of courses specifically geared towards administrators and key users with the purpose of providing knowledge around workflow-controlled processes such as invoice receipt verification. This knowledge is instrumental for creating time for the most important tasks in your field of activity. In practice, the use of workflows should be enabled by a single technical implementation. However, post-implementation, continual professional handling of the workflow by users and administrators is also required. In addition to a fundamental understanding of the solution, this includes the ability to quickly adapt to internal and external changes and processes. For example, personnel changes can be easily made by the responsible system administrator through an adjustment in the user administration.

Bring quality to your work

- Understand the solution as a whole
- Experience more relaxed end-of-year operations
- Invoice approval without any question marks
- A good feeling when the auditor comes

Course schedule

For more information on subjects and course schedule, please go to the xSuite website under:

<https://www.xsuite.com/en/support-academy-partners/academy-training-for-customers-partners/>

With xSuite Academy courses, you will...

- Professionalize your electronic invoice processing in SAP
- Digitalize what's analog: Validate documents with xSuite Capture
- Purchase requisitions and purchase orders: Increase your knowledge of the procurement process
- Train your order-confirmation workflow
- Administrate your public sector solution
- Archive documents in the xSuite Archive
- Train your electronic order processing
- Set up new company codes
- Our key-user training for scan users

Courses for Administrators

Course code: FGT-40

xSuite Basic/Invoice Cube Admin

Professionalize your electronic invoice processing

This course provides the foundation necessary for effective command of xSuite Invoice Cube. The subject matter is primarily technical, filling the requirements of administrators. It focuses on user administration, agent determination, and workflow management performed from the xSuite Cockpit. Participants are offered opportunities to test and deepen their understanding of course content in practical exercises in the training system.

Participants:

- Administrators who wish to develop valuable know-how in preparation for an xSuite implementation
- Administrators who already maintain, control and configure an installed xSuite system

Course contents:

- Technical and process-oriented interrelationships of the products xSuite Invoice and Interface Cube (SAP)
- xSuite User Administration, including:
 - Group administration; blocking and unblocking
 - Substitute maintenance, role maintenance, attributes
 - Escalation
- SAP Business Workplace (inbox)
- Maintenance of agent table and search criteria
- Maintenance of text modules and templates
- Text system for xSuite applications
- Handling of Invoice Overview and xSuite Cockpit
- License administration; operational monitoring
- SAP jobs, SAP reports, SAP authorizations

Prerequisites:

- Basic knowledge of SAP systems (FI/MM)
- A basic understanding of the business aspects involved in invoice processing

Length of course:	2 days
Language:	German, English
Participants:	Min. 3, max. 6
Course Fee:	EUR 1,900 per person plus VAT
Location:	Arranged upon request
Scheduled:	Arranged upon request

Course code: FGT-41

xSuite Capture Prism Admin

From analog to digital – validation with xSuite Capture

This course offers basic training in the area of data extraction. In particular, it focusses on how to use the scan client for invoice entry and validation of captured data within SAP. Participants are offered opportunities to test and deepen their understanding of course content in practical exercises in the training system. Participants receive an introduction to the whole process of invoice approval and gain familiarity with expanded functions of the scan client and the xSuite Capture Viewer in SAP. They are offered opportunities to practice general invoice verification within SAP and to set field training. Lastly, options are offered for resolving problems in documents containing errors.

Participants:

- Administrators who wish to develop important know-how in preparation for an xSuite Capture Prism installation
- Administrators who already maintain, control and configure installed Capture systems

Course contents:

- Technical and process-related interrelationships of xSuite Capture and Invoice Monitor
- Capture scan client:
 - Document transfer of the scan client to xSuite Interface
 - xSuite Interface for Windows and for SAP
 - Analysis of protocols, problem analysis
 - xSuite Capture Prism Server; xSuite Bus Administration
 - General problem analysis based on protocols
 - Licensing; Invoice Monitor

Prerequisites:

- Basic SAP skills (FI, MM)
- Thorough knowledge of Microsoft Windows systems and applications

Length of course:	2 days
Language:	German, English
Participants:	Min. 3, max. 6
Course Fee:	EUR 1,900 per person plus VAT
Location:	Arranged upon request
Scheduled:	Arranged upon request

Course code: FGT-67**xSuite Procurement Cube Admin****PR and PO – Know your procurement process**

In this training, workflow processes used in procurement are clarified. How to manage user administration and the workflow from the xSuite Cockpit are discussed. The various options for feeder and catalog maintenance settings are offered. The course is concluded with practical exercises to check understanding of course contents in the training system.

Participants:

- Administrators who wish to develop valuable know-how in preparation for an xSuite Procurement implementation
- Administrators who already maintain, control and extend installed xSuite systems

Course contents:

- Technical and process-oriented aspects of xSuite Procurement
- User administration and role maintenance in xSuite
- SAP Business Workplace (inbox)
- Maintenance of the agent table
- Tools such as the Procurement Overview and the xSuite Cockpit

Prerequisites:

- Course FGT-40 xSuite Basic/Invoice Cube Admin
- Basic knowledge of SAP systems (FI/MM)
- A basic understanding of the business aspects involved in procurement

Length of course:	1 day
Language:	German, English
Participants:	Min. 3, max. 6
Course Fee:	EUR 950 per person plus VAT
Location:	Arranged upon request
Scheduled:	Arranged upon request

Course code: FGT-91**xSuite Order Confirmation Cube Admin****Train your order confirmation workflow**

In this training, workflow processes used in procurement are clarified. Complementary to the procurement area, the specifics of order confirmation and related processes are addressed. Knowledge of administration of the module will be deepened by way of example and explanation.

Participants:

- Administrators who wish to develop valuable know-how in preparation for an xSuite Order Confirmation implementation
- Administrators who already maintain, control and configure installed xSuite systems

Course contents:

- Technical and process-oriented interrelationships of xSuite Procurement Cube and xSuite Order Confirmation Cube
- User administration and role maintenance in xSuite
- SAP Business Workplace (inbox)
- Maintenance of the agent table

Prerequisites:

- Course FGT-40 xSuite Basic/Invoice Cube Admin
- Basic knowledge of SAP systems (FI/MM)
- A basic understanding of the business aspects involved in procurement

Length of course:	4 hours
Language:	German, English
Participants:	Min. 3, max. 6
Course Fee:	EUR 475 per person plus VAT
Location:	Arranged upon request
Scheduled:	Arranged upon request

Course code: FGT-71**xSuite Archive Prism Admin****Archiving with the xSuite Archive**

This course provides the foundation necessary for implementing and using the xSuite Archive. Required know-how for set-up and maintenance is also handled in this course. Course participants are offered opportunities to test their understanding in the test system.

Participants:

- Administrators who wish to develop valuable know-how in preparation for an xSuite Archive implementation
- Administrators of the xSuite Archive Prism

Course contents:

- The technical basics of xSuite Archive
- Mastery of all tools for maintaining and administrating the archive

Prerequisites:

- In-depth knowledge of Microsoft Windows systems

Length of course:	2 days
Language:	German, English
Participants:	Min. 3, max. 6
Course Fee:	EUR 1,900 per person plus VAT
Location:	Arranged upon request
Scheduled:	Arranged upon request

Course code: FGT-80**xSuite Orders Cube Admin****Training your electronic order processing**

In this training, workflow processes used in sales orders are clarified. Effective management of agent determination, user administration, and the workflow from the xSuite Cockpit are discussed. The course is concluded with practical exercises to check understanding of course contents in the training system.

Participants:

- Administrators who wish to develop valuable know-how in preparation for an xSuite Orders implementation
- Administrators who already maintain, control and extend installed xSuite systems

Course contents:

- Technical and process-oriented aspects of the product xSuite Orders Cube
- User administration and role maintenance in xSuite
- SAP Business Workplace (inbox)
- Maintenance of the agent table
- Tools such as Sales Document Overview and xSuite Cockpit

Prerequisites:

- Course FGT-40 xSuite Basic/Invoice Cube Admin
- Basic knowledge of SAP FI/MM
- A basic understanding of business aspects involved in ordering processes
- Basic knowledge of Microsoft Windows systems

Length of course:	1 day
Language:	German, English
Participants:	Min. 3, max. 6
Course Fee:	EUR 950 per person plus VAT
Location:	Arranged upon request
Scheduled:	Arranged upon request

Course code: FGT-66**xSuite Invoice Cube Enhanced Admin (2 days)****Setting up new company codes**

The xSuite Training Invoice Cube Enhanced Admin for experienced administrators mainly addresses the ins and outs of creation and integration of new company codes within an existing xSuite system. This course is technically oriented and handles issues that arise prior to setting up new company codes, including how to collect all necessary information necessary for setup. The initial overview is followed by practical setup of a new company code in an SAP system. All the steps necessary for this will be demonstrated. Recommendations are also offered as to how to set up the appropriate documentation.

This training is only available on request and on site at the customer.

Training for Key Users

Key-user courses develop the skills necessary for quick and effective usage of our software at the workplace. If your company intends to have key users administrating the system, then we recommend participation in Admin training. Participation in both the Admin and the Key User training is not necessary.

Course code: FGT-62
xSuite Capture Prism Key User
Our training for key users

This course is analogous to the Admin training in xSuite Capture. Its purpose is to prepare key users for working with the Capture section of the workflow. The primary focus is use of a scan client for invoice entry and validation of captured data within SAP. Participants receive an introduction to the whole process of invoice approval and gain familiarity with expanded functions of the scan client and the xSuite Capture Viewer in SAP. They are offered opportunities to practice general invoice verification within SAP and to set field training. Lastly, options for resolving problems in documents containing errors will be discussed.

Participants:

- Users who are responsible for document entry and wish to perform validation

Course contents:

- An understanding of technical and process-oriented aspects of xSuite and the Invoice Monitor (SAP)
- Efficient usage of scan client and data extraction:
 - Late entry of invoices
 - Re-scanning of documents
 - Scanning using the file-upload function
 - Manual separation and merging of documents
 - Using the xSuite Viewer and the Invoice Monitor
 - Setting options, modes of use
 - Display and adoption of field contents
 - Training field values
 - Options for direct access to SAP document
 - Changing document type when errors have occurred in document recognition

Prerequisites:

- Basic knowledge of SAP systems (FI, MM)
- A basic understanding of the business aspects involved in invoice processing
- Basic knowledge of Microsoft Windows systems

Length of course:	1 day
Language:	German, English
Participants:	Min. 3, max. 6
Course Fee:	EUR 950 per person plus VAT
Location:	Arranged upon request
Scheduled:	Arranged upon request