



xSuite
It's simple. It's digital.

»» Our Certification Program for Customers Your Path to Certification

Courses that meet your company's needs

We have developed courses specifically to address the needs of administrators and key users. In these courses, we offer clarifying explanations to optimize workflows in invoice approval and other areas, enabling you to free up time for other important tasks.

In practice, a single technical implementation is required to use workflows in a company; in addition, however, continual, correct use of the workflow by the user must be assured. Not only is a basic understanding of the solution required, but also quick adjustment to internal and external changes. With a grasp of the solution, the system administrator can easily adapt user administration to respond to staff changes.

Company certification

Your organization will receive company certification for one module (solution) when two system administrators have been certified through our training. Our administrator courses address the technical aspects of xFlow software. Our key-user courses develop the skills necessary for quick and effective use of our software at the workplace. Through certification of your administrators, you obtain assurance of quality in the use and provision of xFlow software.

Bring quality to your work

- More relaxed end-of-year operations
- Invoice approval without any question marks
- A good feeling when the auditor comes



Five ways to certify your company

2 administrators = 1 company certification

Prerequisite:

Two users per module must have been certified in the area of administration. For company certification, a minimum of two employees must attend the courses xFlow Basic/Invoice and xFlow Capture Admin. All additional certifications are regarded as add-ons.

1. xFlow Basic/Invoice Professional
2. xFlow Public Sector Professional
3. xFlow Procurement / Order Confirmation Professional
4. xFlow Archive Professional
5. xFlow Orders Professional

Your course schedule

For more information on subjects and course times, please go to the WMD website:

<https://www.xsuite.com/academy/>

Certification for Customers

Professional xFlow Basic/Invoice

Course xFlow Basic/Invoice Admin	+	Course xFlow Capture Admin
FGT-40		FGT-41

Professional xFlow Public Sector

Course xFlow Public Sector Admin	+	Course xFlow Capture Admin
FGT-69		FGT-41

Professional xFlow Procurement

Certification Professional	+	Course xFlow Procurement/Order Confirmation Admin
		FGT-67

Professional xFlow Orders

Certification Professional	+	Course xFlow Ordes
		FGT-80

Professional xFlow Archi-

Course xFlow Archive Admin
FGT-71



Overview of courses for administrators

xFlow Basic/Invoice Admin Professional xFlow Basic/Invoice

Course Code: FGT-40

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

Participants:

- Administrators who wish to develop valuable know-how in preparation for an xFlow mplementation
- Administrators who already maintain, monitor and configure installed xFlow systems

Course outcomes:

- An understanding of technical and process-oriented aspects of xFlow Invoice and xFlow Interface (SAP)
- Skills managing user administration in xFlow, including:
 - Group administration; blocking and unblocking
 - Substitute maintenance, role maintenance, attributes
 - Escalation
- Familiarity with the SAP Business Workplace (inbox)
- Knowledge on the effective maintenance of the release table and the priority table
- Familiarity with text modules and templates
- Familiarity with the text system for xFlow applications
- Experience working with the Invoice Overview and the xFlow Cockpit
- Knowledge of license administration and operational monitoring
- Knowledge of SAP jobs, SAP reports, SAP authorizations

Prerequisites:

- Basic knowledge of SAP systems (FI /MM)
- Basic knowledge of business operations in the area of invoice processing
- Basic knowledge of Microsoft Windows systems

Length of course: 2 days

Languages: German, English

Participants: Min. 3, max. 6

Course Fee: 1,600 EUR plus VAT per person

Location: Ahrensburg, Dortmund

Schedule: Listed in internet calendar or arranged upon request

xFlow Capture Admin Professional xFlow Basic/Invoice

Course Code: FGT-41

This course offers basic training in the area of data extraction. In particular, it focuses on how to use the scan client for invoice entry and the subsequent verification of captured data within SAP.

Participants will be offered opportunities to test and deepen their understanding of course content in practical exercises on 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 xFlow Capture Viewer in SAP. Participants will be offered opportunities to practice general invoice verification within SAP and to configure field training. Lastly, options for resolving problems in documents containing errors will be discussed.

Participants:

- Administrators who wish to develop valuable know-how in preparation for an xFlow Capture implementation
- Administrators who already maintain, monitor and, if necessary, configure the installed xFlow Capture system

Course outcomes:

- A grasp of the technical aspects and the processes involved in xFlow Capture and Invoice Monitor
- Skills using the xFlow Capture Scan Client in:
 - Transfer of scan-client documents to xFlow Interface
 - xFlow Interface Windows and SAP
 - Analysis of protocols, problem analysis
 - xFlow Capture server; xFlow Bus administration
 - General problem analysis based on protocols
 - Licensing; Invoice Monitor

Prerequisites:

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

Length of Course: 2 days

Languages: German, English

Participants: Min. 3, max. 6

Course Fee: 1,600 EUR per person plus VAT

Location: WMD Ahrensburg, WMD Dortmund

Schedule: Listed in internet calendar or arranged upon request



xFlow Procurement/ Order Confirmation Admin Professional xFlow Procurement

Course Code: FGT-67

In this course, workflow processes used in procurement are clarified. It focusses on user administration and on how to manage the workflow from the xFlow Cockpit. The various options for feeder and catalog maintenance settings will be included. The course will be concluded with practical exercises to check understanding of course contents on the training system. In addition to procurement in general, order confirmations will also be discussed. We will deepen knowledge of the processes involved in the module and address potential issues in administration, by example and explanation.

Participants:

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

Course outcomes:

- An understanding of technical and process-oriented aspects of the product xFlow Procurement and Order Confirmation
- Knowledge of user administration and role maintenance in xFlow
- Knowledge of the SAP Business Workplace (inbox)
- An understanding of how to maintain the release table
- Working with tools such as the Procurement Overview and the xFlow Cockpit

Prerequisites:

- Course FGT-40 xFlow Basic/Invoice Admin
- Basic knowledge of SAP systems (FI/MM)
- Basic understanding of the business aspects involved in purchasing-requisition processing and order confirmation
- Basic knowledge Microsoft Windows systems

Length of Course: 1 day

Languages: German, English

Participants: Min. 3, max. 6

Course Fee: 800 EUR plus VAT per person

Location: Ahrensburg or Dortmund

Schedule: Listed in internet calendar or arranged upon request

xFlow Orders Admin xFlow Orders Professional

Course Code: FGT-80

In this training, workflow processes used in order management will be clarified. It focusses on user administration and on how to manage the workflow from the xFlow Cockpit. The course will be concluded with practical exercises to check understanding of course contents on the training system.

Participants:

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

Course outcomes:

- An understanding of technical and process-oriented aspects of the product xFlow Orders
- Knowledge of user administration and role maintenance in xFlow
- Knowledge of the SAP Business Workplace (inbox)
- An understanding of how to maintain the release table
- Working with tools such as the Order Overview and the xFlow Cockpit

Prerequisites:

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

Length of Course: 1 day

Language: German, English

Participants: Min. 3, max. 6

Course Fee: 800 EUR per person plus VAT

Location: Ahrensburg, Dortmund

Schedule: Listed in internet calendar or arranged upon request



xFlow Archive Admin

Professional xFlow Archive

Course Code: FGT-71

This course provides the foundation necessary for implementing and using xFlow Archive. In this course, administrators will acquire basic knowledge and the skills necessary for handling xFlow Archive effectively, as well as those necessary for performing setup and maintenance. Course participants will be offered opportunities to test their understanding in the test system.

Participants:

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

Course outcomes:

- An understanding of the technical basics of xFlow Archive
- Mastery of all tools for maintaining and administering the archive

Prerequisites:

- Thorough knowledge Microsoft Windows systems
- Very good general technical knowledge

Length of Course:	2 days
Languages:	German, English
Participants:	Min. 3, max. 6
Course Fee:	1,600 EUR per person plus VAT
Location:	Ahrensburg or Dortmund
Schedule:	Listed in internet calendar or arranged upon request

xFlow Folders Admin

Course Code: FGT-81

In this training, we will present technical and process-oriented fundamentals and discuss the ways in which xFlow Folders interrelates with its context. Different folder solutions will be introduced and analyzed. In particular, we will focus on folder and document administration, workflows that can be stored, and how to use the xFlow Folders modeller. In the second part of the training each participant will work in a dedicated training environment and will be guided by the trainer in installing and testing a folder solution with a workflow in the xFlow Folders modeller.

Participants:

- Administrators who wish to develop valuable know-how in preparation for an xFlow Folders implementation
- Administrators who already maintain, monitor and configure installed xFlow systems

Course outcomes:

- An understanding of technical and process-oriented aspects of the product xFlow Folders
- The ability to set up and maintain folder solutions in the xFlow Folders modeller
- A grasp of how xFlow Folders and xFlow Archive interrelate

Prerequisites:

- Recommended: Participation in course FGT-71 (Archives Admin)

Length of Course:	2 days
Language:	German, English
Participants:	Min. 3, max. 6
Course Fee:	1,600 EUR per person, plus VAT
Location:	Ahrensburg, Dortmund
Schedule:	Listed in internet calendar or arranged upon request



Overview of courses for key users

This section offers an overview of the courses that WMD offers for key-users. Key-user courses develop the skills necessary for quick and effective use of our software at the workplace. If your company intends to have key users administer the system, then we do not recommend this set of courses; employees performing administrative tasks should participate in the courses for administrators. Participation in both the admin and the key-user training is not necessary.

xFlow Capture Key User

Course Code: FGT-62

This course is analogous to the admin training in xFlow Capture. Its purpose is to prepare key users for working with the xFlow Capture workflow. The primary focus is the use of a scan client for invoice entry and the validation of captured data within SAP.

Participants will receive an introduction to the entire process of invoice approval and gain familiarity with expanded functions of the scan client and the xFlow Capture Viewer in SAP. They will receive opportunities to practice general invoice verification within SAP and to configure field training. The course will conclude with a discussion of options for resolving problems in documents containing errors.

Participants:

- Users that are responsible for handling validation

Course outcomes:

- An understanding of technical and process-oriented aspects of xSuite 365 and the Invoice Monitor (SAP)
- Efficient use 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 xFlow Viewer and the Invoice Monitor
 - Settings
 - Display and adoption of field contents
 - Training field values
 - Options for direct access to the SAP document
 - Changing the document type when errors have occurred in document recognition

Prerequisites:

- Basic knowledge of SAP systems (FI, MM)
- Basic knowledge of business operations in the area of invoice processing
- Basic knowledge of Microsoft Windows systems

Length of Course: 1 day

Languages: German, English

Participants: Min. 3, max. 6

Course Fee: 800 EUR per person plus VAT

Location: Ahrensburg, Dortmund

Schedule: Listed in internet calendar or arranged upon request



Other Training Opportunities

In addition to the courses listed above and independent of certification, we offer opportunities to gain further specialized knowledge in additional training programs. Below is an overview of possible topics. If you are interested in a topic that is not included in the list, please speak to us about receiving customized training.

xFlow Invoice Admin PLUS Training (2 days)

Course Code: FGT-44

This course is intended for xFlow Invoice administrators. It expands on and deepens topics that have not been examined in detail in the standard course. Subjects such as recurring entries and down payment request will be included. In addition, participants will have opportunities to engage in exchange with other experienced invoice administrators.

xFlow Invoice Enhanced Administrator Training (2 days)

Setting up New Company Codes

Course Code: FGT-66

The enhanced xFlow Invoice Training for Administrators primarily addresses the subject of setting up new company codes within an existing xFlow system and integrating them into existing or new processes. This technically oriented course handles issues that arise prior to configuration of new company codes, including how to collect all necessary information necessary for implementing them. Then we will configure a new company code in an SAP system. All the steps necessary for this will be shown. We will also offer you recommendations on how to set up the appropriate documentation. *This course will be arranged upon request and on site at the customer's!*

xFlow Interface Office+ and Mail (1 day)

Course Code: FGT-65

The purpose of this training is to provide basic technical understanding of how to connect Microsoft Office with mail programs. In particular, we will address different configurations, the "scenarios."

Update Trainings

Stay up-to-date

xFlow Invoice Update Training (1 day)

Course Code: FGT-43

In this training, the technical basics are presented and configuration and the connection to different plug-ins addressed. All new features and differences from the former system will be discussed.

xFlow BUS 2.0 Update Training (1 day)

Course Code: FGT-72

In this training, the technical basics are presented and configuration and the connection to different plug-ins addressed. All new features and differences from the former system will be discussed.

xFlow Mailroom Admin

Course Code: FGT-78

This is an optional course for administrators who have completed the xFlow Capture Admin Training. It introduces the options available in processing incoming mail. In addition to all necessary background processes in processing, administrative monitoring will be explained.

Germany
Benelux
France
United Kingdom
Scandinavia
Singapore
Spain
USA

WMD Group GmbH
Hamburger Str. 12
DE-22926 Ahrensburg | Germany
Tel. +49 4102 88 38 0
info@wmd.de
www.wmd.de

© WMD Group GmbH 02/2019. All rights reserved.
Subject to change without notice. Error excepted.
e-WMD ACADEMY Certification Customers SAP 2019

WMD | GROUP