

# FIS/edc Training Course – Optimized Document Processing in SAP



FIS offers *FIS/edc* users a modular training program for beginners and professionals. As the entire program is divided into clear focus topics, you can book either individual seminars or the full seminar package. In addition, FIS offers individualized *FIS/edc* training courses for your employees.

## 1 User training

**Target group:** Invoice verification clerk  
**Learning target:** Effective operation of the *FIS/edc* monitors  
**Prerequisite:** None  
**Duration:** 1 day

### Training content:

- Operation of the *FIS/edc* monitors (Invoice Monitor, Order Response Monitor, Payment Advice Monitor, Document Monitor, Sales Order Monitor)
- Selection, overview, detail screen, traffic light switch
- Mail service and approval transmission
- Customizing for the users
- Evaluation options for the users

## 2 Administrator training

**Target group:** IT administrators, key users  
**Learning target:** Administration, Customizing of the *FIS/edc* monitors  
**Prerequisite:** IT knowledge  
**Duration:** 1 day

### Training content:

- Administration of the *FIS/edc* monitor
- Customizing of the *FIS/edc* monitors
- Configuration of the approval user interface
- Monitoring of the complete process chain (Lifecycle Manager)
- Jobs or scheduled SAP reports
- Evaluation options, reporting
- Troubleshooting

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## **3 Approver training**

<b>Target group:</b>	Approvers
<b>Learning target:</b>	Operation of the <i>FIS/edc</i> approval user interface
<b>Prerequisite:</b>	None
<b>Duration:</b>	As required

### **Training content:**

- Operation of the *FIS/edc* approval user interface
- Action options (approve, reject, forward)
- Overview screen, detail screen, rolling

## **4 Individual training course**

FIS organizes the training course and you define the main topics.

The FIS training professionals tailor the contents of individual training courses to the requirements of your industry, organization or internal business processes. Trainers with long-standing professional experience and practical knowledge provide you with knowledge on the selected topics.

For further information, please send an e-mail to the FIS Education Team.

## **Organizational information**

### **Training course dates**

Please ask for the current dates.

### **Training location**

The training courses will take place on your premises.

### **Contact**

**FIS Informationssysteme und Consulting GmbH**

Röthleiner Weg 1  
97506 Grafenrheinfeld

[kontakt@fis-gmbh.de](mailto:kontakt@fis-gmbh.de)

[www.fis-gmbh.de](http://www.fis-gmbh.de)