

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 either book individual training days or the full training 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
Training 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
Training duration:	approx. 4 hours

Training content:

- Administration of the FIS/edc monitor
- Customizing of the FIS/edc monitors (after individual consultation)
- 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

Target group:	Approvers
Learning target:	Operation of the <i>FIS/edc</i> approval user interface
Prerequisite:	None
Training duration:	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 team.

Organizational information

Training course dates

Please ask for the current dates.

Training location

The training courses will take place on your premises.

Contact

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