



# Kyriba Academy Clients Catalog

Kyriba is committed to providing clients with the knowledge, skills and best practices to maximize their Kyriba educational experience. Kyriba Client Academy offers a series of different training courses that allow users the flexibility to customize their own learning journey.

Obtaining certification demonstrates a client's commitment to corporate treasury excellence. These certification courses will help clients become a subject matter expert in the Kyriba application, helping maintain and enhance their overall experience. Kyriba users will develop the skills needed to efficiently administer, enhance, and expand their Kyriba deployment, leveraging best practices methodology.

Kyriba selects the most advanced trainers and subject matter experts for its training and certification program. These trainers have vast knowledge of the Kyriba platform and bring real-world experience along with on-the-job experience as former members of our implementation teams. Our objective is to provide different paths for different learning needs.

## 1. New to Treasury

Designed for users new to the treasury space who want to increase their basic treasury knowledge.

## 2. End User Knowledge

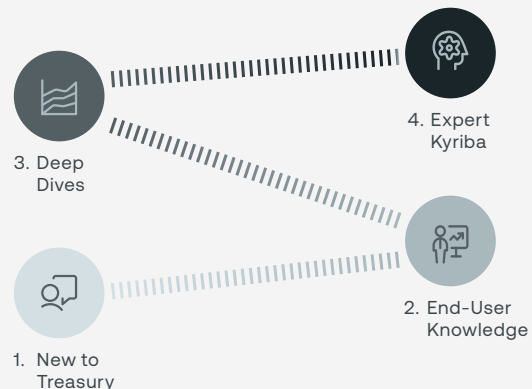
Provides a basic understanding of how to leverage and effectively use the Kyriba Application daily.

## 3. Deep Dives

Designed for all Kyriba users who would like a deeper understanding on specific Kyriba workflows.

## 4. Kyriba Expert

Users who want to significantly increase their Kyriba knowledge and focuses on the setup and implementation of a specific module on the Kyriba solution. Kyriba certification available at the end of each session.



### Kyriba Academy Programs

The Kyriba client certification program is available both remotely and in person.



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# Cash Management End User Training

End user training provides a basic understanding of how to leverage and effectively use the Kyriba Application daily.



## Cash Management End User

The “Cash Management” End User training is specifically designed for new users in financial, accounting, and treasury departments. It aims to provide a comprehensive introduction to the effective use of a Treasury Management System (TMS) in daily cash management. →

### Educational objectives

In this training you will learn about:

- Monitoring the receipt of bank statements to analyze bank/cash variances
- Analyzing cash position to have visibility on bank accounts and their activity
- Managing cash forecasts to anticipate expenses and revenues
- Using a Treasury Management System (TMS) to execute the daily tasks of a treasurer to maximize operational efficiency

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

Classes: 2 half-days  
Preparatory work 2 hours  
10 hours total

### Pre-requisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Pricing:

Please refer to our dedicated website.

### Agenda

- Daily tasks of a treasurer:
- Reviewing cash position
- Monitoring bank statements and managing rejects using the bank connectivity cockpit
- Analyzing variances between bank and cash balances
- Deleting an incorrect bank statement
- Managing cash forecasts
- Optimizing automatic reconciliation (performed with forecasts)
- Performing manual reconciliation (performed with forecasts)
- Managing balancing transfers
- Generating and printing reports related to Cash Management

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely..

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Payment End User Training

End user training provides a basic understanding of how to leverage and effectively use the Kyriba Application daily.



## Payment End User

The “Payment End User” training provides an in-depth dive into daily usage of payments, from the initial entry of a payment to bank transmission, with particular emphasis on reporting. This training aims to empower participants to master each step of the payment process. →

### Educational objectives

- Mastering the entire process of the Payment module, from the initial entry of a payment to bank transmission
- Understanding and utilizing the reports in the Payment module for in-depth analysis of payment transmission

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

Classes: 2 half-days  
Preparatory work 2 hours  
10 hours total

### Pre-requisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Pricing:

Please refer to our dedicated website.

### Agenda:

Creating a Third Party: Learn the steps to enter third party information in the payment process.

Entering and transmitting a Domestic, International, and Treasury Wire Transfer:

- Exploring the difference related to each type of transfer
- Payment validation process:
  - Analyzing approval workflow and notification requirements to ensure transaction security
- Tracking Payments and batches (Payment Dashboard):
  - Using the payment dashboard to track and analyze transactions
  - Understanding payment statuses
- Tracking Files Initiated by ERPs (Integration/Routing):
  - Understanding the integration and routing process of files initiated by ERPs

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Cash Management Deep Dive Training

Deep dives trainings are designed for all Kyriba users who would like a deeper understanding on specific Kyriba workflows. Each one of these deep dives corresponds to a Cash Management Certification half day. Completing all of them within a year of taking the first training allows you to candidate for certification. Teaching is conducted by a trainer who you can discuss with, it also includes hands on.



## Deep Dive Core Data

The “Core data deep dive” training is designed for beginners in financial, accounting, and treasury departments. Tailored to provide a comprehensive introduction, this training will guide participants through the crucial steps of general setup, providing an essential foundation for optimizing the use of a TMS within the context of daily financial operations. →

### Educational objectives:

- Acquiring the necessary skills to configure fundamental elements of their company within the TMS
- Knowing how to configure bank accounts within the system

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

4 hours

### Prerequisites:

- Registrants must be contractual Kyriba Client

### Assessment method:

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Pricing:

Please refer to our dedicated website.

### Agenda:

#### Market Data

- Understanding market data and its usage within the TMS
- Exploring data sources and their impact on treasury management

#### Entities & Accounts

- Setting up and managing entities within the TMS
- Creating and configuring accounts to represent the company structure

#### Reports & Queries

- Learning to create and launch templates to optimize reporting and workflows
- Data Coding (Flow Codes, Budgetary Codes, Grouping Codes)
- Developing and applying flow codes to categorize transactions
- Configuring budget codes for accurate budget reporting
- Using grouping codes to simplify data analysis

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Cash Management Deep Dive Training



## Deep Dive Bank Statement

The “Bank Statement Deep dive” training is aimed at professionals in financial, accounting, and treasury departments, providing practical support and understanding of setup for the receipt and processing of bank account statements. →

### Educational objectives:

Setting up key elements to ensure the reception and integration of bank account statements.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

4 hours

### Pre-requisites:

Registrants must be contractual Kyriba Client

### Assessment method

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Pricing:

Please refer to our dedicated website.

### Agenda:

Understanding the Bank Statement:

- Identifying key elements in a bank statement.
- Understanding codes, transactions, and important information

Integration Process:

- Exploring the complete process, from initial receipt to the final integration of the account statement
- Studying intermediate steps and essential checkpoints
- Analysis of the importance of the statement identifier in the integration process

Key Bank Statement Setup:

- Configuring the bank transaction code for accurate transaction identification
- Configuring the mapping table between bank transaction codes and system flow codes
- Configuring integration control options

Balance Initialization:

- Understanding the importance of balance initialization in the context of bank statement management

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Cash Management Deep Dive Training

Deep dives trainings are designed for all Kyriba users who would like a deeper understanding on specific Kyriba workflows. Each one of these deep dives corresponds to a Cash Management Certification half day. Completing all of them within a year of taking the first training allows you to candidate for certification. Teaching is conducted by a trainer who you can discuss with, it also includes hands on.



## Deep Dive Cash Flow and Forecast

The “Cash Flow and Forecast Deep dive” training is designed to enable participants to utilize cash position in their daily tasks. →

### Educational objectives

Configuring key elements to perform daily treasury tasks such as forecast reconciliation, balancing transfers, and allocation of budget codes.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

4 hours

### Pre-requisites:

Registrants must be contractual Kyriba Client

### Assessment method:

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Pricing:

Please refer to our dedicated website.

### Agenda:

- Configuration of automatic reconciliation rules
- Manual reconciliation of cash flows with bank statements
- Settings required for balancing transfer entry
- Automatic balancing configuration
- Automatic assignment of budget codes

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Cash Management Deep Dive Training



## Deep Dive Data Exchange

The “Data Exchange deep dive” training is designed to enable participants to acquire a deep understanding of the configuration required for reading and integrating files from other systems. →

### Educational objectives:

Understanding the necessary configuration to read and integrate a file from another system.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

4 hours

### Pre-requisites:

Registrants must be contractual Kyriba Client

### Assessment method

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Pricing:

Please refer to our dedicated website.

### Agenda:

- Explore and configure various external structures
- Define and configure structure transformations
- Set up mapping tables
- Configure transformation sets
- Import files via FTP for exchanges or manually
- Analyze and resolve rejected transactions
- Monitor file exchanges via dashboards

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.





# Cash Management Deep Dive Training



## Deep Dive In-House Banking

The “In House Banking Deep dive” training is designed to enable participants to acquire the necessary skills for managing financial transactions and cash flows between different companies within the same group. →

### Educational objectives:

Learning to centrally manage the company’s cash flow to optimize financial flows and improve the efficiency of accounting records.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

4 hours

### Prerequisites:

Registrants must be contractual Kyriba Client

### Assessment method:

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Price:

Please refer to our dedicated website.

### Agenda

- Account Reconciliation and Cash Pooling
- Deepening techniques for account reconciliation
- Implementation of Cash Pooling to optimize liquidity management
- Intercompany Flows Configuration
- Configuration of intercompany accounts
- Setting up contracts between the parent company and its subsidiaries
- Configuring the calculation of debit/credit interest rates for generating intercompany interest
- Zero Balance Account (ZBA) Management
- Utilizing liquidity position to gain a clear view of bank and intercompany balances

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Cash Management Deep Dive Training



## Deep Dive Administration

The “Deep Dive Administration” training is designed to enable participants to manage users and their rights in a TMS. →

### Educational objectives:

- Effectively configure TMS settings to optimize its functionalities while ensuring system security
- Implement advanced administration functions to create a secure and reliable environment
- Become self-sufficient in user management to ensure secure and efficient use of the TMS within their organization

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

4 hours

### Prerequisite:

Registrants must be contractual Kyriba Client

### Assessment method:

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Price:

Please refer to our dedicated website.

### Agenda:

User Management: creation, modification, and deactivation of user accounts.

#### Access Profile

- Configuration of access profiles to define specific permissions for users
- Data Permission Profile (Data Segregation)
- Setting up data filter profiles to ensure data confidentiality and security
- Implementation of data segregations to restrict access to sensitive information
- Dual Administration
- Understanding and implementation of dual administration to enhance security
- Audit Trail
- Configuration of the audit trail to record user activities
- Analysis of audit logs to enhance compliance and traceability

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Cash Management Deep Dive Training



## Deep Dive Workspace Customization

The “Deep Dive - Workspace Customization” training provides participants with the opportunity to enhance their skills in incorporating logos, adjusting colors, and configuring the application’s homepage. This enables the creation of a unique user experience tailored to individual preferences. →

### Educational objectives:

Participants will learn to personalize the workspace through theme selection and logo integration, enhancing the user experience and the relevance of the information presented.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

4 hours

### Prerequisites:

Registrants must be contractual Kyriba Client

### Assessment method:

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Price:

Please refer to our dedicated website.

### Agenda

- Navigation Map Design:
  - Acquire proficiency in creating an efficient navigation map to improve access to various system functionalities
- Homepage Customization:
  - Master advanced techniques for customizing the homepage
  - Design Dashboards with graph, reports and market data to quickly visualize data in one screen
  - Customization options such as theme selection, logo integration, and other features to enhance the appearance of the work environment

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Payment Deep Dive Training



## Deep Dive Payment Setup

The “Deep Dive - Payment Set up” training has been created for individuals employed in the financial, accounting, and treasury sectors. This comprehensive course serves as a valuable resource, providing participants with a step-by-step walk through of the necessary configuration procedures for processing and authorizing bank payments. →

### Educational objectives

Configure the Payments/Collections module to facilitate the accurate transmission of payment orders to the bank. Additionally, establish a payment validation process to enhance the security of transactions.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration

4 hours

### Prerequisites:

Registrants must be contractual Kyriba Client

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises.

### Price:

Please refer to our dedicated website.

### Agenda

- Configuration of Transaction Codes and its Impact on Forecasts
- Setting up Payment Profiles (format/protocols)
- Configuring rules for payment remittance creation
- Beneficiary Management; creation, modification, and management
- Optimization of Input
- Using transaction templates.
- Creating custom input templates

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Payment Deep Dive Training



## Deep Dive Payment Factory

The “Payment Factory Deep Dive” training aims to provide participants with in-depth expertise in processing payment files from other systems for integration into the TMS. →

### Educational objective:

Acquire the necessary skills to perform optimal management of payments issued from another ERP, focusing on routing and integration techniques.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration :

4 hours

### Prerequisites

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have payments basic knowledge to attend this training under the best conditions

### Assessment method:

To validate the objectives aimed at the training, the participant must score 100% to quizzes available in the ELMS.

### Price:

Please refer to our dedicated website.

### Agenda:

- Payment Integration vs Routing
- Differentiation between payment integration and routing processes
- Understanding appropriate scenarios for each approach
- Integration Process and Configuration
- Detailed exploration of steps for payment integration
- Configuration required for payment order integration
- Routing Process and Configuration
- In-depth analysis of specific steps for routing payment files
- Configuration required for payment file routing
- Management of confidential payments, example Human Resources: knowing how to adjust parameters to restrict access to certain transactions, thus ensuring limited visibility to specific users

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. Training schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session. The sessions can accommodate up to 15 people remotely.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant one week before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures.

Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Certifications

Certifications are for users who want to significantly increase their Kyriba knowledge and focuses on the setup and implementation of a specific module on the Kyriba solution. Trainees are entitled to take the test session we hold every other week to obtain their official Kyriba Certificate. Teaching is conducted by a trainer who you can discuss with, it also includes hands on. Classes are limited to 12 people so trainer can dedicate appropriate time to each trainee. It is the same certification program that both external and internal consultants go through. We recommend you take Cash Management first.



## Cash Management Certification

The “Cash Management Certification” training is specifically aimed at treasurers and professionals working in financial, accounting, and treasury departments. Its objective is to develop in-depth expertise in the use and configuration of a Treasury Management System (TMS) to optimize the daily management of financial flows. →

### Educational objectives:

- Monitor bank statement reception to analyze bank/treasury variances
- Analyze treasury positions to have visibility on bank accounts and their activity
- Manage cash forecasts to monitor expenses and revenues
- Use a Treasury Management System (TMS) to execute daily treasurer tasks to maximize operational efficiency
- Review and manage software configuration

### Public:

This training is open to beginner professionals in the finance, accounting, and treasury departments of organizations, including positions such as accountants, treasury assistants, treasurers, financial assistants, etc.

### Duration\*:

Classes: 5 half-days

Test: 4 hours

\*Exclusive of preparatory work 16 hours

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

Introduction to Daily Cash Management:

- Understanding daily cash management activities

General Setup:

- Configuration of entities and accounts
- Standardization of data

Bank Statement Module Setup:

- Configuration of the “Cash Management & Forecasting” Module
- Advanced configuration to monitor and manage forecasts

Data Exchange:

- Configuration of data exchanges
- Import of forecast files
- In-house Banking Module Setup for managing inter-company operations

Cash Flow Analysis:

- Administration
- User management
- Dual administration and audit trail monitoring

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. The sessions can accommodate up to 15 people remotely. The session schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant two weeks before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures. Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Certifications



## Payment/Formats Certification

The 'Payment Certification/Formats' training is specifically aimed at treasurers and professionals working in financial, accounting, and treasury departments. Its objective is to develop in-depth expertise in the use and configuration of a Treasury Management System (TMS) to optimize payment management from creation to transmission to the banks. →

### Educational objectives:

Acquire the necessary skills to:

- Use the TMS on a daily basis, covering the entire payment management process from initial entry to final transmission.
- Configure essential elements to ensure entry and transmission of payments to banking institutions.
- Set up a payment approval process.

Manage payments issued from another ERP, with a focus on routing and integration process

### Public:

This training is open to beginner professionals in the finance, accounting, and treasury departments of organizations, including positions such as accountants, treasury assistants, treasurers, financial assistants, etc.

### Duration\*:

Classes: 5 half-days

Test: 1.5 hours

\*Exclusive of preparatory work 4 hours

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management training and to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

- End User Daily Process
- Entering and following up on payments
- Configuration the core module functions
- Configuration the approval workflow
- Managing third parties
- Managing payment security
- Configuration and managing payment files (routing/integration)

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. The sessions can accommodate up to 15 people remotely. The session schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant two weeks before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures. Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Certifications



## Deal Capture Certification

The 'Deal Capture Certification' training is tailored for treasurers and professionals in financial, accounting, and treasury departments. Its primary goal is to cultivate a comprehensive understanding of utilizing and configuring a Treasury Management System (TMS) to streamline payment management processes from initiation to transmission. →

### Educational objectives:

Gain expertise in configuring essential elements to accurately input financial transactions. Effectively navigate the entire transaction lifecycle, from initiation to completion. Implement optimal configuration practices to guarantee consistency and traceability of financial transactions.

### Public:

This training is open to professionals in the finance, accounting, and treasury departments of organizations, including accountants, treasury assistants, treasurers, and financial assistants who use a TMS.

### Duration\*:

17.5 hours

Classes: 4 half-days

Test: 1.5 hours

\*Exclusive of preparatory work 6 hours

### Prerequisites

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management and Payment trainings and to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by reviewing the complete ELMS related content, passing all ELMS quizzes and hands on exercises.

In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

- Setting up Transaction Codes to accurately categorize operations
- Configuring default settings for efficient and consistent transaction entry
- Entering and Tracking various financial operations such as financing, loans, borrowings, swaps, interest rate swaps and credit lines
- Input and Monitoring Foreign Exchange Operations
- Generating Scheduled Transfers
- Create Reports
- Managing Limits and Mirror Conditions

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. The sessions can accommodate up to 15 people remotely. The session schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant two weeks before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures. Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.





# Certifications



## Risk Certification

The 'Risk Certification' training program is designed to offer participants an in-depth understanding of risk modules within a TMS tool. This includes transaction valuation adjusted to market standards, creation of accounting entries for position keeping, valuation adjustments, and hedge accounting for transactions designated as hedging operations. The program aims to equip individuals with comprehensive expertise in order to optimize advanced financial management. →

### Educational objectives

Key objectives of the training include:

- Configuring market data and yield curves, crucial components for accurate valuation processes
- Independently initiate the portfolio valuations
- Establish accounting rules for financial transactions to align with the practices based on organizational requirements
- Generate accounting entries linked to financial transactions and valuations
- Effectively manage hedges and creating corresponding accounting entries

### Public:

This training is open to beginner professionals in the finance, accounting, and treasury departments of organizations, including positions such as accountants, treasury assistants, treasurers, financial assistants, etc.

### Duration\*:

18.45 hours

Classes: 4 half-days

Test: 2.45 hours

\*Exclusive of preparatory work 8 hours

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management and Deal Capture trainings; and to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

Valuation

- Configuration of market data and yield curves
- Definition of essential steps for initiating valuations (Mark to Market)
- Analysis of valuation scenarios to evaluate potential variations
- Utilization of reports for presenting valuation outcomes

Financial Transaction Accounting

- Configuration and utilization of the accounting calendar
- Setup accounting rules for automated entry generation
- Generation of Amortization and Accrued Interest
- Accounting, management, and export of financial transaction-related entries
- Utilization of the balance sheet report for a consolidated perspective

Hedge Accounting

- Establishment of hedge relationships
- Simplified process for de-designation in hedge operations
- Management of associated accounting implications
- Utilization of the reclassification schedule for financial account adjustments

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. The sessions can accommodate up to 15 people remotely. The session schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant two weeks before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures. Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Certifications



## Business Intelligence Certification

The 'Business Intelligence Certification' training is designed to provide participants with the necessary skills to proficiently utilize data models, leverage the Qlik Sense tool within a treasury management system, and generate tailored reports and Key Performance Indicators (KPIs). Tailored for individuals in pursuit of enhancing their data analysis capabilities, this training program follows a methodology that integrates theoretical concepts with hands-on exercises. →

### Educational objectives:

Develop the essential skills required to extract, organize, and effectively present data in a customized fashion, leading to the creation of pertinent reports that are created to meet the precise requirements of the organization.

#### Public:

This training is open to beginner professionals in the finance, accounting, and treasury departments of organizations, including positions such as accountants, treasury assistants, treasurers, financial assistants, etc.

### Duration\*:

21 hours

Classes: 5 half-days

Exam: 1 hour

\* Exclusive of 2 hours of preparatory work

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management training and to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

- What is Business Intelligence
- Navigate within the data analysis application proficiently
- Develop interactive and dynamic reports effectively
- Modify and formulate equations in accordance with a data model

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. The sessions can accommodate up to 15 people remotely. The session schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant two weeks before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures. Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Certifications



## Trade Finance/Supply Chain Certification

The “Trade Finance/Supply Chain Certification” training aims to provide participants with in-depth expertise in the management of reverse factoring and dynamic discounting programs using an integrated system. →

### Educational objectives:

This training will enable participants to acquire the necessary skills to use a Supply Chain Finance management tool to improve and address the company’s Working Capital requirements.

- Understand the fundamental concepts of reverse factoring and dynamic discounting
- Configure key elements in the tool for the implementation of a reverse factoring program
- Configure key elements in the tool for the implementation of a dynamic discounting program
- Manage integrated invoices and credits from another system in the Supply Chain Finance management tool, ensuring accurate data synchronization.
- Launch payment campaigns on the invoice due date, ensuring optimization of flows and adherence to contractual agreements.

### Public:

This training is open to professionals in the finance, accounting, and treasury departments of organizations, including accountants, treasury assistants, treasurers, and financial assistants who use a TMS

### Duration\*:

17.5 hours

Classes: 4 half-days

Exam: 1.5 hours

\*Exclusive of preparatory work 6 hours

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management and Payment trainings and to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

Configuration of core data:

- Understanding the roles of the ordering party, financial institutions, and suppliers in the context of Supply Chain Finance
- Configuration of core data in the system.

Invoice Management:

- Importing invoices into the system
- Tracking the workflow and status of invoices
- Credit notes management:

Reverse Factoring Program Configuration:

- Definition of Reverse Factoring parameters
- Configuration of financing rates and contractual agreements
- Setting payment deadlines and linked notifications

Dynamic Discounting Configuration:

- Definition of early payment conditions
- Configuration of dynamic discount rates based on due period

Generation of Payments:

- Automated payment generation process according to agreed deadlines
- Verification of payments to ensure consistency with Supply Chain Finance terms

Supplier Portal Configuration:

- Configuration of the supplier portals for suppliers participating in the program
- Training on the use of the supplier portal to access invoice information and funding requests

Tracking of Early Payment Requests:

Data Exchange:

- Methods for importing and exporting invoices to ensure synchronization with ERP systems
- Process for exporting funding requests to partner financial institutions
- Integration of financing responses from financial institutions into the system

Administration: User access and role management

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. The sessions can accommodate up to 15 people remotely. The session schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant two weeks before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures. Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Certifications



## Open API Certification

The “Open API Certification” training provides participants with a comprehensive knowledge of automating interactions between various applications via APIs. →

### Educational objectives:

Understanding the operation of APIs and their use for integration into an application ecosystem.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration\*:

5 hours

Classes: 4 hours

Test: 1 hour

\*Exclusive of preparatory work 2 hours

### Prerequisites:

Registrants must be contractual Kyriba Client

Register to the Kyriba developer portal

Note: It is highly recommended to have completed the entire Cash Management training and to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

- Introduction to Kyriba APIs
- Familiarization with the different existing Kyriba APIs
- Advanced uses
- Creation and provision of an application connector using Open API

### Access Modalities and Timeframes

Deployed exclusively inter-company, training sessions are custom-scheduled in agreement with the employer who covers the training action. The sessions can accommodate up to 15 people remotely. The session schedule is available on the website <https://kyribaacademy.arlo.co/w/eu/schedule>. Registration is open, subject to availability, until 15 days before the start of each session.

### Technical Means

The training is delivered remotely. Participant attendance is verified through tracking connections on Zoom. Access to the Online Learning System (ELMS) is provided to each participant two weeks before the start of the training.

### Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating sequences of transmission by the trainer and supervised exercises for participants to apply skills, practices, and postures. Each pedagogical sequence provides tools and guides allowing trainees to apply acquired knowledge in a work situation, over a period of 2 months after the training.

### Supervision Means

The training is provided by a trainer from the Kyriba team.



# Supplementary Certifications

Supplementary Certifications classes are Self-paced e-learning course designed for Kyriba users with some experience with the application. Following these self-paced courses, they will acquire a deeper understanding of the Kyriba system and can be completed conveniently and efficiently at any time using Kyriba’s ELMS tool.



## Supplementary Certification Bank Fee Analysis

The “Bank Fee Analysis Certification” training is designed to enable participants to acquire the skills necessary for analyzing fees charged by their bank, while comparing them to contractual rates in order to control associated costs. →

### Educational objective:

- Monitor bank fees charges to ensure the accuracy of the information integrated into the system
- Reconcile bank fees with contractual rates to identify any disparities or inconsistencies
- Generate reports to compare system data with contractual terms, allowing for a quick assessment of any potential discrepancies

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

The time required to assimilate the online content and complete the associated educational activities is approximately 4 hours. Plus 1 hour testing, for a total of 5 hours.

### Prerequisites:

- Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the End User Cash Management training to attend this training under the best conditions.

### Assessment method

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda

- Configuration of key elements necessary for the integration of a bank fee statement
- Monitoring the integration of statements
- Configuration of contractual fees
- Exploring key performance indicators (KPIs), refining reporting and analysis criteria to optimize control over actually charged fees

### Access Modalities and Timeframes

Deployed exclusively through self-training, the sessions follow the participant’s pace. The sessions only accommodate the concerned participant.

### Technical Means

In self-training, access to the Online Learning System (ELMS) is open within 48 hours (labor days) following the participant’s registration. The participant’s attendance is verified through the logging of connections to the ELMS.

### Supervision Means

For self-training sessions, the participant has the option to ask questions to the Kyriba Academy team sending an email to [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com)



# Supplementary Certifications



## Supplementary Certification Bank Account Management

The “Supplementary Certification Bank Account Management” course is designed to make banking power management processes accessible to all participants, even without prior expertise, while providing practical skills to ensure effective delegation of powers management. →

### Educational objectives:

- Creating a directory of signatories and their authorization levels to ensure systematic tracking of permissions associated with each account...
- Managing the list of signatories and their powers to anticipate potential changes and maintain a list consistently aligned with operational needs
- Generating detailed and relevant reports related to the management of powers delegations to accurately inform stakeholders and facilitate decision-making

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration

The time required to assimilate the online content and complete the associated educational activities is approximately 6 hours. Plus 1 hour testing, for a total of 7 hours.

### Prerequisites:

- Registrants must be contractual Kyriba Client
- Note: It is highly recommended to have completed the entire Cash Management training to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

Setting up key elements of the tool:

- Signatories associated with each bank account
- Banking powers
- Bulk data import, facilitating the management of multiple signatories and powers simultaneously
- Management of the directory of attorneys-in-fact: changes and/or addition of signatories and/or their rights
- Reports: editing reports, providing visibility into powers delegations
- Letter customization; automatic generation of communication letters related to powers delegations

### Access Modalities and Timeframes

Deployed exclusively through self-training, the sessions follow the participant's pace. The sessions only accommodate the concerned participant.

### Technical Means

In self-training, access to the Online Learning System (ELMS) is open within 48 hours (labor days) following the participant's registration. The participant's attendance is verified through the logging of connections to the ELMS.

### Supervision Means

For self-training sessions, the participant has the option to ask questions to the Kyriba Academy team sending an email to [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com)



# Supplementary Certifications



## Supplementary Certification Cash Accounting

The “Supplementary Certification in Cash Accounting” training aims to provide participants with practical expertise in cash flow accounting, with a particular focus on system configuration and integration with the ERP and contribute to enhancing the accuracy of accounting operations within the company. →

### Educational objectives:

Learn to configure the system to automate the generation of accounting entries.  
Integrate accounting flows into the ERP for centralized management of financial data.  
Optimize accounting processes to improve operational efficiency and reduce potential errors.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration

The time required to assimilate the online content and complete the associated educational activities is approximately 8 hours. Plus 1 hour testing, for a total of 9 hours.

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management training to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

- Configuration of General Ledger schemes for the organization's accounting rules
- Generation of automated accounting entries to record cash flows in ERPs.
- Analysis of generated accounting entries
- Monitoring of entry generation.
- Identification of configuration issues for rejections
- Configuration of accounting entry export to share information with other systems or stakeholders
- Generation of reports for a detailed view of automatically generated accounting entries

### Access Modalities and Timeframes

Deployed exclusively through self-training, the sessions follow the participant's pace. The sessions only accommodate the concerned participant.

### Technical Means

In self-training, access to the Online Learning System (ELMS) is open within 48 hours (labor days) following the participant's registration. The participant's attendance is verified through the logging of connections to the ELMS.

### Supervision Means

For self-training sessions, the participant has the option to ask questions to the Kyriba Academy team sending an email to [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com)



# Supplementary Certifications



## Supplementary Certification GL Reconciliation

The “General Ledger Reconciliation Supplementary Certification” training is designed to enable participants to master the accounting reconciliation process within a TMS system. It emphasizes optimizing automatic reconciliation rules for maximum efficiency and matching. →

### Educational objectives:

Configure reconciliation rules to increase the rate of automatic reconciliation.

- Set up the system to automatically integrate accounting entries from the ERP into the reconciliation module
- Perform manual and automatic reconciliations
- Generate reports on the status of accounting reconciliation to identify unreconciled bank or accounting entries

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

The time required to assimilate the online content and complete the associated educational activities is approximately 8 hours. Plus 1 hour testing, for a total of 9 hours.

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management training to attend this training under the best conditions.

Assessment method: Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises.

In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

- Identification and configure bank accounts to be included in the automatic reconciliation process
- Initializing accounting and bank balances when adding a bank account to the accounting reconciliation process
- Configuration of automatic reconciliation rules
- Configuration of the integration of accounting entries
- Perform manual and automatic Reconciliations
- Generating the account reconciliation status report to identify unrecorded bank or accounting entries

### Access Modalities and Timeframes

Deployed exclusively through self-training, the sessions follow the participant's pace. The sessions only accommodate the concerned participant.

### Technical Means

In self-training, access to the Online Learning System (ELMS) is open within 48 hours (labor days) following the participant's registration. The participant's attendance is verified through the logging of connections to the ELMS.

### Supervision Means

For self-training sessions, the participant has the option to ask questions to the Kyriba Academy team sending an email to [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com)





# Supplementary Certifications



## Supplementary Certification Fraud and Compliance

The “Supplementary Certification Fraud and Compliance” training has been designed to provide participants with a thorough understanding of the robust controls and setup to prevent payment-related fraud. This training explores in detail the various detection rules that can be implemented to have additional security to the payment processes. →

**Educational objectives:**

Acquire the necessary skills to implement preventive controls against payment-related fraud by detecting fraudulent or non-compliant transactions in real-time. Know how to configure the TMS by implementing different detection rules to ensure the security of transactions before they are sent to the bank.

**Public:**

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

**Duration:**

The time required to assimilate the online content and complete the associated educational activities is approximately 6 hours. Plus 45 minutes testing, for a total of 6.75 hours.

**Prerequisites:**

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management and Payment trainings to attend this training under the best conditions.

**Assessment method:**

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises.

In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

**Price:**

Please refer to our dedicated website.

**Agenda:**

- Configuration of Detection Rules
- Setup of Alerts and Exceptions
- Utilizing Machine Learning to detect anomalies
- Review performance indicators to track anomalies detected

**Access Modalities and Timeframes**

Deployed exclusively through self-training, the sessions follow the participant's pace. The sessions only accommodate the concerned participant.

**Technical Means**

In self-training, access to the Online Learning System (ELMS) is open within 48 hours (labor days) following the participant's registration. The participant's attendance is verified through the logging of connections to the ELMS.

**Supervision Means**

For self-training sessions, the participant has the option to ask questions to the Kyriba Academy team sending an email to [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com)



# Supplementary Certifications



## Supplementary Certification Netting

The “Supplementary Certification in Netting” training aims to provide participants with a thorough understanding of Netting management, which involves consolidating multiple payments into a single transaction. This process simplifies and optimizes financial transactions as well as the invoice payment process. →

### Educational objectives:

Netting involves aggregating the value of multiple transactions to determine to which counterparty owes to another in a multilateral netting agreement. The objective is to combine multiple payments into a single net payment between counterparties.

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

The time required to assimilate the online content and complete the associated educational activities is approximately 6 hours. Plus 90 minutes testing, for a total of 7.5 hours.

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management and Payment trainings to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises.

In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

- Configuration of General Ledger schemes for the organization's accounting rules
- Generation of automated accounting entries to record cash flows in ERPs.
- Analysis of generated accounting entries
- Monitoring of entry generation.
- Identification of configuration issues for rejections
- Configuration of accounting entry export to share information with other systems or stakeholders
- Generation of reports for a detailed view of automatically generated accounting entries.

### Access Modalities and Timeframes

Deployed exclusively through self-training, the sessions follow the participant's pace. The sessions only accommodate the concerned participant.

### Technical Means

In self-training, access to the Online Learning System (ELMS) is open within 48 hours (labor days) following the participant's registration. The participant's attendance is verified through the logging of connections to the ELMS.

### Supervision Means

For self-training sessions, the participant has the option to ask questions to the Kyriba Academy team sending an email to [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com)



# Supplementary Certifications



## Supplementary Certification Liquidity Planning

The “Liquidity Planning Certification” training is designed to enable participants to acquire the skills necessary for optimizing the management of short and long-term forecasts. →

### Educational objectives:

- Optimize forecasts for a clear view of the company's liquidity
- Adapt short and long-term forecasts based on new data
- Analyze the liquidity position for better decision-making

### Public:

This training is open to professionals in finance, accounting, and treasury services within organizations, particularly those holding positions such as accountants, treasury assistants, treasurers, financial assistants, who use a TMS.

### Duration:

The time required to assimilate the online content and complete the associated educational activities is approximately 4.5 hours.

Plus 30 minutes testing, for a total of 5 hours.

### Prerequisites:

Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management and Business Analytics trainings to attend this training under the best conditions.

### Assessment method:

Following the training, the participant takes a supervised online exam, for which a score of 75% is required to meet the training objectives. A certificate of completion is issued once the participant achieves a minimum of 75% on the exam.

### Price:

Please refer to our dedicated website.

### Agenda

Configuration of key system elements:

- Advanced forecast management
- Importing forecasts
- Efficient management of multiple versions of liquidity plans
- Customization of the liquidity plan structure
- Commentary on variations
- Implementation of the submission, review, and validation process for the liquidity plan
- Execution of pessimistic and optimistic scenarios
- Detailed reports on variances between forecasts and actual results

### Access Modalities and Timeframes

Deployed exclusively through self-training, the sessions follow the participant's pace. The sessions only accommodate the concerned participant.

### Technical Means

In self-training, access to the Online Learning System (ELMS) is open within 48 hours (labor days) following the participant's registration. The participant's attendance is verified through the logging of connections to the ELMS.

### Supervision Means

For self-training sessions, the participant has the option to ask questions to the Kyriba Academy team sending an email to [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com)



# Supplementary Certifications



## Supplementary Certification Advanced FX

The “Supplementary Certification Advanced FX” training is designed to enable users to understand FX exposures and manage FX risks using FX balance sheets and cash flows modules in a Treasury Management System (TMS). →

### Educational objectives:

Develop a comprehensive grasp of FX exposure concepts to effectively hedge risks arising from foreign currencies. Learn to import company forecasted foreign currency exposures and invoices, analyze FX positioning to make informed decisions on necessary FX hedges.

### Public:

This training is open to beginner professionals in the finance, accounting, and treasury departments of organizations, including positions such as accountants, treasury assistants, treasurers, financial assistants, etc.

### Duration\*:

The time required to assimilate the online content and complete the associated educational activities is approximately 21 hours. Plus 1.5 hour testing, for a total of 22.5 hours.

### Prerequisites:

- Registrants must be contractual Kyriba Client

Note: It is highly recommended to have completed the entire Cash Management and Deal Capture trainings; and to have reviewed all preparatory online courses to attend this training under the best conditions.

### Assessment method:

Upon completion of the training session, the participant will achieve a Statement of Completion by passing all ELMS quizzes and hands on exercises. In addition, participants can undergo a proctored online exam to attain Certification. A minimum score of 75% is required to ensure the participants meet the objectives covered in the training.

### Price:

Please refer to our dedicated website.

### Agenda:

- Introduction to FX balance sheet concepts
- FX balance sheet workflow - Introduction to the ecosystem components
- FX balance sheet setup - Introduction to FX balance sheet data structure
- Data import into the system
  - Invoices import into FX balance sheet
  - Forecasts import into FX cash flows
  - Import of market rates into a TMS
- Analyze - Review of FX positioning and hedges
- FX trade execution
- Execute FX deals based on the required hedges
- Confirm deals with the counterparties
- Administration - User Management (roles and responsibilities)
- Reporting : produce standard and custom reports for FX exposure management

### Access Modalities and Timeframes

Deployed exclusively through self-training, the sessions follow the participant's pace. The sessions only accommodate the concerned participant.

### Technical Means

In self-training, access to the Online Learning System (ELMS) is open within 48 hours (labor days) following the participant's registration. The participant's attendance is verified through the logging of connections to the ELMS.

### Supervision Means

For self-training sessions, the participant has the option to ask questions to the Kyriba Academy team sending an email to [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com)



# FAQ

## Training

### Where will I train?

Except when otherwise indicated, all training are held remotely via Zoom. Under certain conditions, training can be conducted in our Kyriba offices in EMEA (Paris or London) or North America (San Diego) or at your premises.

### Which language is used during the training?

Unless otherwise indicated, trainings are conducted in English.

### Is there a trainer for every training session?

Every live training session has a trainer that will support the session full time. E-learning classes are self-paced without an instructor.

### Will we do hands on during the training?

Yes, our trainers will provide a series of hands-on training opportunities that will enhance your overall experience with the Kyriba application.

### Where do I sign up for training?

The sessions schedule is available on <https://kyribaacademy.arlo.co/w/us/> and <https://kyribaacademy.arlo.co/w/uk/>. Registration is open, subject to availability, until 15 days before the start of each session.

### Which training should I take?

To help you choose the training that meets your needs, we invite you to consult this page or contact us at [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com).

## Certification

### At what level is certification held?

Certification is held at the individual level.

### What is the minimum score for certification?

Seventy-five percent, this is the minimum score to confirm your knowledge in the application.

### If I do not achieve 75 percent, what happens?

- Retake the test once (sessions available every 2 weeks)
- You can have a one hour call with a trainer within 3 weeks of your first attempt

### What if I fail the second attempt?

You need to retake the training session if you wish to be certified.

### How long does it take to achieve certification?

Certification can be achieved in as little as 3 days (Payments: On-demand pre-work required via our own ELMS) and as long as 5 days (Core Bank and Cash training).

### What if I do not require certification?

If no certification is required as you are focused on daily application use, then End-User training is the best option. If you have implemented Kyriba in the past and need a specific topic refresher, then Deep Dives would be the best solution for your needs.

## Prerequisites

### Why do I have to study online assignments before the training?

Kyriba application is a complete and complex one. We designed these online assessments to provide you with a solid basis to start taking advantage of this training. Bear in mind that without this preparatory step concrete training would be more complex.

## Payment and Terms

### Cancellation Policy

You can cancel or modify your registration free of charge up to 15 days before the start of the training. Any training canceled after this time period will be charged at full price.

### Flexibility

Can you customize training for my company? For any specific request, please contact us at [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com).

### Accessibility for people with disabilities

Our training programs are open to everyone, including people with disabilities. Special attention will be given, as part of the contracting process and course design, to understanding the nature of the disability and considering the most appropriate adaptation or compensation methods. Please do not hesitate to contact us to discuss this confidentially.



Visit **Kyriba Academy** for information and the registration platform. For further details please consult our full **FAQ** list.

For specific request please contact us at: [kyriba.academy@kyriba.com](mailto:kyriba.academy@kyriba.com) →