Kyriba Client Academy

KYRIBA 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

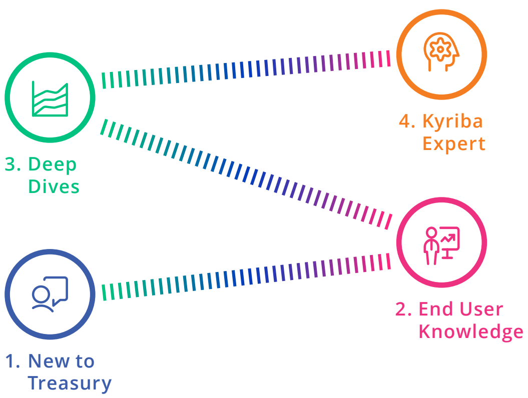
Provides a basic understanding of how to leverage and effectively use the Kyriba Application daily.

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

Kyriba Academy Programs

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

Summary

kyriba® ACADEMY

Kyriba Client Academy

Beginner Trainings

New to Treasury

Beginners course on basics on Treasury Management

Objectives:
Learn about the basics of being a Treasurer.

Public:
Beginners

Terms:
Online: Half Day
In Person: Half Day

Prerequisites:
None

Final Examination:
No

Program:

- Treasurer's role
- Bank statements
- Cash position worksheets (on value date)
- Purpose of forecasting
- Balancing
- Managing inter-co accounts

Kyriba Client Academy

End Users Trainings

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

End User Cash Management

Objectives:
Learn the daily tasks of a Treasurer.

Public:
Beginners

Terms:
Online: 2 Half Days
In Person:1 Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Monitoring the arrival of bank statements
- Analyzing Bank/Cash balance variances
- Cash position worksheets
- Management of cash forecasts
- Cash reconciliation (manual and automatic)
- Entering Balancing transactions
- Automatic balancing

End User Payment

Objectives:
Learn about the Payments/ Direct Debits module, how to receive bank transfers, and use associated reports.

Public:
Beginners

Terms:
Online: 2 Half Days
In Person: 1 Day

Prerequisites:
Know the principles of managing a Treasury.

Online Assessment

Final Examination:
No

Program:

- Add & Manage Third parties
- Add Domestic, international and treasury transfers
- Generate payment bank files
- Approve
- File transmissions
- Tracking of payments using the Payment dashboard
- Follow up of files initiated by ERP systems (Integration/ Routing)

Kyriba Client Academy

Cash Management Deep Dive Trainings

Deep dives 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.

Cash Management Deep Dives

Core Data Deep Dive

Core Data Setup

Objectives:
Learn to configure & maintain the Core components of your company and it's banking relationships into Kyriba.

Public:
All Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Market data
- Entities & Accounts
- Report & Process template
- Processing codes (Flow code, budget code, grouping code, user zone...)

Bank Statement Deep Dive

Bank Statement Configuration

Objectives:
Learn about the different components that you need to configure to allow the integration of bank statements.

Public:
All Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Reading a bank statement
- Understanding the integration process from the reception to the integration of the bank statement
- Importance of the statement identifier
- Setting of the core Bank statement functions (bank transaction codes, equivalence/ mapping table, integration control options)
- Setting up the initial balance

Kyriba Client Academy

Cash Management Deep Dive Trainings

Cash Flow Forecast Deep Dive

Cash Management and Forecasting Configuration

Objectives:
Learn about the Cash Module and how to use the module to view balances and cash activity.

Public:
Advanced Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Cash Position Worksheet
- Maintain Cash Flow
- Cash Reconciliation Terms
- Adding Flows
- Manual Reconciliation

Data Exchange Deep Dive

Data Exchange Configuration

Objectives:
Learn about the components required to transform the format and content of import and export files from source systems.

Public:
Advanced Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Defining the External structure
- Defining the Structure transformation rule
- Setting up mapping tables
- Setting up the Transformation set
- File dashboards
- Import a File
- Rejected Items

In-House Banking Deep Dive

In-House Bank Configuration

Objectives:
Learn to centralize the cash management for your company to streamlines cash flows, and have more efficient accounting records.

Public:
Advanced Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Performing cash pooling
- Company Interco Relationships
- Configure the application to manage in-house banking
- Configure lender and borrower balance terms for Interest statement reports
- Setting up ZBA

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Cash Management Deep Dive Trainings

Administration Deep Dive

Administrative Configuration

Objectives:
Learn about the configuration that is needed to add users and ensure they have the correct permissions.

Public:
All Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Users management
- Dual administration
- Data permission and profile
- Access profile
- Notifications customization
- Audit trail

Workspace Customization Deep Dive

Workspace Customization Configuration

Objectives:
Learn to optimize your daily tasks and customize your application workspace.

Public:
All Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Users management
- Dual administration
- Data permission and profile
- Access profile
- Notifications customization
- Audit trail

Kyriba Client Academy

Payment Deep Dive Trainings

Deep dives 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 Payment 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.

Payment Setup Deep Dive

Objectives:
Learn the steps for successfully configuring the Payments/Direct Debits module in the Kyriba application.

Public:
All Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Transaction codes and forecast
- Payment profile and batch constitution rules
- Third party management
- Entry optimization (Transaction template, Personalized entry template)

Payment Approval Workflow Deep Dive

Objectives:
Learn how to configure an approval workflow on payment.

Public:
All Users

Terms:
Online: 1 Half Day

Prerequisites:
Online Assessment

Final Examination:
No

Program:

- Approval profiles
- Approval rules
- User groups
- Approval classes
- Examples of approval workflow on transfers/ Batches/Files

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Certification Trainings

Certification 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 Friday 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 to take Cash Management first.

Cash Management Certification

Cash Management allows the clients to consolidate bank balances and forecast future cash needs. In-house Banking allows tracking intercompany movements between bank accounts and on behalf of payments.

Objectives:
In this training you will learn the End User daily process followed by the configuration to achieve these tasks. Core Data, Bank Statements, Cash Management & Forecasting, Data Exchange, IHB and Administration will all be discussed and set up during the training.

Public:
All Users

Terms:
Online: 9 Half Days
In Person: 5 Days

Prerequisites:
Online Assessment

Final Examination:
Proctored Online Test

Program:

- Day-to-day cash management
- Core data (Entities and accounts, processing codes)
- Setup of the Bank statements module
- Setup of the Cash Management & Forecasting module
- Data exchange: set up and import a file of forecasts
- Setup of the In house Banking module management of interco cash flows)
- Cash flow analysis (Know how to identify the origin of a flow and exploit all available information such as Reconciliation modes)
- Administration (user management, dual administration, audit trail...)

Payment Formats Certification

Payments allow the clients to centralize their payment process, create standard controls and reduce the risk of fraud.

Objectives:
In this training you will learn the End User daily process followed by the configuration to achieve these tasks. Payment Setup, linking to the format library, Payment Approval Workflow, Payment Factory and Payment confirmation will all be discussed and setup during this training.

Public:
All Users

Terms:
Online: 5 Half Days
In Person: 3 Days

Prerequisites:
Cash Management
Online Assessment

Final Examination:
Proctored Online Test

Program:

- Entering and following up on payments
- Setting up the core module functions
- Setting up the approval workflow
- Managing third parties
- Managing payment security
- Setting up and managing payment files routing/integration)

Kyriba Client Academy

Certification Trainings

Deal Capture Certification

Deal Capture allow the client to track Debt, Investment, Interest Rate Swaps, FX Transactions and Leases while producing forecast directly in the Cash Management module and settlements into the Payments module. Deal Capture then can be used with other modules like Valuation and Financial Accounting to manage the life cycle of the issuances.

Objectives:
In this training you will learn how to input Deals, create default settings and other configurations to achieve the End User task. Reporting and Workflow management will be covered as well.

Public:
Advanced Users

Terms:
Online: 4 Half Days
In Person: 2 Days

Prerequisites:
- Cash Management
- Online Assessment

Final Examination:
Proctored Online Test

Program:

- Configuration transaction codes
- Configuration financial transactions (Debts/Investments, loans, credit lines, swaps, FX...)
- Managing maturities, using the Liquidity worksheet and Trade blotter
- Reporting

Risk Certification

Valuation, Financial and Hedge Accounting

The Valuation module is designed to reprice deals at their current market adjusted price. Financial Accounting creates the accounting entries for the deals created in Deal Capture and the Valuation adjustments. Hedge Accounting is designed to create the accounting entries for deals designated as a Hedge.

Objectives:
In this training you will learn the End User daily process followed by the configuration to achieve these tasks. Market Data, Curves and Mark to Market process followed by GL Models and entry generation will all be covered. Hedge designation and reporting for all three modules will be covered.

Public:
Advanced Users

Terms:
Online: 4 Half Days
In Person: 2 Days

Prerequisites:
- Cash Management
- Deal Capture
- Online Assessment

Final Examination:
Proctored Online Test

Program:

Set up and use the following modules:

- Valuation (Market data, curves, Mark to market process, reporting)
- Financial accounting (GL models, generate & export Accounting entries)
- Hedge accounting (Designation and Documentation)

Certification Trainings

Business Intelligence Certification

Business Intelligence allows the clients to create custom reporting utilizing large data sets.

Objectives:
In this training you will learn the Data Models, how to configure BI in Kyriba, create custom reports and KPIs.

Public:
Advanced Users

Terms:
Online: 5 Half Days
In Person: 3 Days

Prerequisites:
- Cash Management Certification
- Online Assessment

Final Examination:
Proctored Online Test

Program:
- What is Business Intelligence
- BI at Kyriba
- Implementation process
- Data model & navigation
- Report creation
- Formulas
- Tips & tricks
- Troubleshooting & Documentation

Advanced FX Balance Sheet Certification

Objectives:
Understand the functional configuration/implementation and usage of the FX Balance Sheet module (formerly known as FiREapps Balance Sheet)

Public:
Advanced Users

Terms:
Online: 4 Half Days
In Person: 2 Days

Prerequisites:
- Deal Capture
- Online Assessment

Final Examination:
Proctored Online Test

Program:
- Introduction to FX Risk
- FX Exposure Management 101
- FX Balance Sheet Conceptual
- FXBS ecosystem & standard workflow
- Implementation Phases and Methodology
- FX Balance Sheet Functional Topics:
- Module Overview
- FXBS Data Structure
- Configuration
- Data Staging
- Transforms Overview
- Analysis
- Decisions
- Administration
- Integration with other Kyriba modules
- FX Gain/Loss & Hedge Performance
- Forecast Workbench
- Business Intelligence/Reports

Supply Chain Finance Certification

The Supply Chain Finance modules is designed to help corporates managed their Reverse Factoring and Dynamic Discounting programs. This module will connect to the ERP to manage the exchange of documents, will send early payment request to the Reverse Factoring funder and is fully integrated with Kyriba's payment module to pay documents at maturity.

Objectives:
In this training you will learn how to set up a supply chain finance program. You will create buyers, suppliers, early payment contracts, early payment rules and interest terms. Learn how documents are integrated and how suppliers can access their supplier portal to request early payments on documents. Finally, you will learn how documents are settled at maturity.

Public:
All Users

Terms:
Online: 4 Half Days
In Person: 2 Days

Prerequisites:
Online Assessment

Final Examination:
Proctored Online Test

Program:

- Setup of the module
- Management of the invoices (import, status...)
- Setup of Reverse factoring
- Setup of Dynamic Discounting
- Generation of payments on due date
- Setup of the Supplier workspace
- Monitoring of early payment requests
- Data exchange: Import/export of invoices for the update of ERPs / Export of financing requests / Import of financing offers...)
- Administration

Kyriba Client Academy

Expert Trainings

Expert classes are Self paced e-learning course designed for Kyriba users with some experience with the application. Following these self-paced course, 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.

Bank Fee Analysis Expertise

Bank Fee Analysis enables the client to analyze and reconcile the fees the bank is charging verse the contracted rate.

Objectives:
In this course you will learn to configure the module and integrate the statements and pull the reports.

Public:
Advanced Users

Terms:
Self-paced

Prerequisites:
- None

Final Examination:
Proctored Online Test

Program:

- Configuration of the core module functions
- Integration of bank transactions
- Managing Contracted Fees
- KPI's, Reports and Analysis

Bank Account Management Expertise

Bank Account Management allows the client to track all details of an organization's bank accounts, including signatories and authorities.

Objectives:
In this training you will learn to configure the signers and authorities, build reports and customize letters.

Public:
All Users

Terms:
Self-paced

Prerequisites:
- None

Final Examination:
Proctored Online Test

Program:

- Configuration of the core module functions
- Managing authorities and signers
- Configuration signature and authority types, and EBAM messaging rules
- Synchronizing the Payment and BAM modules
- FBAR Reporting
- Reporting
- Customizing Letters

Kyriba Client Academy

Expert Trainings

Cash Accounting Expertise

Cash Accounting allows the generation of Credit and Debit GL entries based on the cash flows in the cash management and forecasting module.

Objectives:
In this course you will learn how to configure, generate and export accounting entries.

Public:
Advanced Users

Terms:
Self-paced

Prerequisites:
- Cash Management

Final Examination:
Proctored Online Test

Program:

- Configuration of the core module functions
- Managing GL Accounts, GL Schemes and Mapping Rules
- Generating accounting entries
- Export accounting entries
- Reporting

GL Reconciliation Expertise

Objectives:
Make and optimize GL reconciliations.

Public:
Advanced Users

Terms:
Self-paced

Prerequisites:
- Cash Management Knowledge Recommended

Final Examination:
Proctored Online Test

Program:

- Configuration the core module functions
- Integrating files and transactions
- Initializing accounts
- Configuration mapping rules
- Manual and automatic reconciliations
- Reporting

Fraud and Compliance Expertise

Objectives:
Learn how to configure the module Fraud to detect fraudulent or non compliant payments in real time before sending them to bank using various controls.

Public:
Advanced Users

Terms:
Self-paced

Prerequisites:
- Cash Management Knowledge Recommended

Final Examination:
Proctored Online Test

Program:

- Configuration
- Detection rules on transactions and files
- Managing Alerts and Alert exemptions
- Detecting anomalies using Machine learning
- Detection using a list of LexisNexis sanctions

Kyriba Client Academy

Expert Trainings

Netting Expertise

Objectives:
Optimize intra-group activities and payments by netting bills using a netting base.

Public:
Advanced Users

Terms:
Self-paced

Prerequisites:
- Cash Management Knowledge Recommended

Final Examination:
Proctored Online Test

Program:

- Setting up the core module functions
- Importing invoices
- Generating netting proposals
- Validating netting proposals
- Reporting

Liquidity Planning Expertise

Objectives:
In this course, you will go through steps to configure and use Liquidity Planning.

Public:
Advanced Users

Terms:
Self-paced

Prerequisites:
- Cash Management Knowledge

Final Examination:
Proctored Online Test

Program:

- Configure the module
- Add Forecast (manually, loading from Cash & Forecasting module)
- Manage versions of forecasting
- Run reports

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 a instructor.

Do you have availability for in person training?
In person trainings are mostly available on demand. If you have 6 or more people available and interested, we are happy to schedule a training on your premises or in one of our locations.

Where do I sign up for training?
Sign Up Here or visit
https://kyribaacademy.arlo.co/w/us/

Will we do hands-on training?
During the training sessions, our trainings will provide a series of hands-on training opportunities that will enhance your overall experience with the Kyriba application.

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?
- You will have a one hour call within 2 weeks of your first attempt
- Retake the test once (sessions available every 2 weeks)

What if I fail the second attempt?
You need to retake the training session.

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 his registration up to 15 days before the training starts. Any training canceled after this time period will be charged at full price.

Flexibility

Can you customize training for my company?
You can request a specific session for your company that specifically fits your needs. All you need is to fulfill the minimum requirement of 6 participants in your session.

Prerequisites
Although clients are not subject to mandatory certifications, mentioned prerequisites are highly advised to attend one class in the best conditions

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

For specific request please contact us at:
kyriba.academy@kyriba.com