



Kyriba Academy Partners Catalog

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

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.



The Partner Certification Program
is available remotely and in person,
under certain conditions.





Summary

Certifications	3
Supplementary Certifications	11
FAQ	21





Certifications

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 15 people so trainer can dedicate appropriate time to each trainee.



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 Partner.

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, participants are required to 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



Certification Payments/ Formats

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 Partner
- Be Cash Management certified

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, participants are required to 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://kyribacademy.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



Connectivity Certification

The 'Connectivity Certification' training is designed to equip participants with a comprehensive understanding of the requisite setup procedures for the retrieval and integration of files from external systems. →

Educational objectives:

Participants will dive into the intricacies of configuring FTP, SWIFT, and EBICS connections to streamline the automated processing of bank statements and the seamless transmission of payments to financial institutions. The curriculum also encompasses an exploration of utilizing bank APIs for the execution of real-time transactions.

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*:

31 hours

Classes: 7 half-days

Test: 2 hours

*Exclusive of preparatory work 8 hours

Prerequisites:

Registrants must

- Be contractual Kyriba Partner
- Be Cash Management and Payment modules certified

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, participants are required to 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 various banking protocols (EBICS, FTP, Swiftnet, and API)
- Configuration setup for the protocol type (EBICS, FTP, Swiftnet, and API)
- Configuration of receiving (bank statements) and sending (payments) services associated with each protocol
- Automation of bank statement reception

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

Valuation, Financial Accounting and Hedge Accounting

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:

- Be contractual Kyriba Partner
- Be Cash Management and Deal Capture modules certified

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, participants are required to 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 Partner
- Be Cash Management certified

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, participants are required to 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



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 Customer

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



Supply Chain Finance 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:

- Be contractual Kyriba Partner
- Be Cash Management and Payment modules certified

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, participants are required to 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 Partner
- Be Cash Management certified
- Register to the Kyriba developer portal

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, participants are required to 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 courses designed for experienced Kyriba Consultants. 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 objectives:

- 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 Partner
- Be Cash Management certified

Assessment method

Upon completion of the training session, participants are required to 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.

Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating between online instructional sequences and exercises for the application of skills and practices by the participant.

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



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 Partner
- Be Cash Management certified

Assessment method:

Upon completion of the training session, participants are required to 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.

Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating between online instructional sequences and exercises for the application of skills and practices by the participant.

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



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 Partner
- Be Cash Management certified

Assessment method:

Upon completion of the training session, participants are required to 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.

Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating between online instructional sequences and exercises for the application of skills and practices by the participant.

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



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 Partner
- Be Cash Management module certified

Assessment method:

Upon completion of the training session, participants are required to 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.

Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating between online instructional sequences and exercises for the application of skills and practices by the participant.

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



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 Partner
- Be Cash Management and Payment modules certified

Assessment method:

Upon completion of the training session, participants are required to 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.

Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating between online instructional sequences and exercises for the application of skills and practices by the participant.

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



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 Partner
- Be Cash Management and Payment modules certified

Assessment method:

Upon completion of the training session, participants are required to 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.

Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating between online instructional sequences and exercises for the application of skills and practices by the participant.

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



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 Partner
- Be Cash Management and Payment modules certified

Assessment method:

Upon completion of the training session, participants are required to 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 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.

Pedagogical Means

The training is based on a hands-on pedagogical approach, alternating between online instructional sequences and exercises for the application of skills and practices by the participant.

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



Supplementary Certifications



Supplementary Certification Advanced FX

The “Supplementary Certification Advanced FX” training is designed to enable consultants 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*:

21.5 hours

Classes: 5 half-days

Test: 1.5 hours

*Exclusive of preparatory work 4 hours

Prerequisites:

- Be contractual Kyriba Partner
- Be Cash Management and Deal Capture modules certified

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, participants are required to 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 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 Certification Format Expert

In this course we will explain you the testing process when implementing the Payment module and to show the different tools that will help you create the expected format. →

Educational objectives:

In this course we will explain you the testing process when implementing the Payment module and to show the different tools that will help you create the expected format.

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*:

21.5 hours

Classes: 5 half-days

Test: 1.5 hours

*Exclusive of preparatory work 4 hours

Prerequisites:

- Be contractual Kyriba Partner
- Be Cash Management and Payment modules certified
- Have an experience of 4 payment implementation projects

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, participants are required to 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:

- Payment formats
- Payment Matrix
- Bank statement integration
- Acknowledgement
- XML
- Payment Factory

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 Certification Bank API

The Bank API Certification training is designed to enable participants to acquire a thorough understanding of the setup required for reading and integrating files from banking systems using API. →

Educational objectives:

Learn to configure bank API connections to automate the reception of bank statements and the sending of payments to banks.

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*:

21.5 hours

Classes: 5 half-days

Test: 1.5 hours

*Exclusive of preparatory work 4 hours

Prerequisites:

- Be contractual Kyriba Partner
- Be Cash Management, Payment and Connectivity modules certified

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, participants are required to 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 bank APIs
- Configuration of receiving (bank statements) and sending (payments) services associated with contracts
- Automation of bank statement reception

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.



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.

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 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).

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?

For any specific request, please contact us at 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.



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 →