

Invoice Verification in SAP S/4HANA

COURSE OUTLINE

Course Version: 23 Course Duration:

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Typographic Conventions

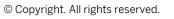
American English is the standard used in this handbook. The following typographic conventions are also used.

This information is displayed in the instructor's presentation	-
Demonstration	*
Procedure	1 2 3
Warning or Caution	
Hint	
Related or Additional Information	>
Facilitated Discussion	
User interface control	Example text
Window title	Example text

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Business Process Architect
- Business Process Owner/Team Lead/Power User
- Industry Specialist
- Solution Architect



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UNIT 1 Invoice Entry

Lesson 1: Introducing Invoice Verification

Lesson Objectives

After completing this lesson, you will be able to:

• Understand the idea of invoice verification

Lesson 2: Working with Logistics Invoice Verification

Lesson Objectives

After completing this lesson, you will be able to:

Post an invoice

Lesson 3: Using Different Types of Invoice Verification

Lesson Objectives

After completing this lesson, you will be able to:

• Use different types of invoice verification

Lesson 4: Parking of Documents

Lesson Objectives

After completing this lesson, you will be able to:

• Park an invoice

Lesson 5: Explaining the Attributes of Prepayment

Lesson Objectives

After completing this lesson, you will be able to:

• Explain the attributes of prepayment

Lesson 6: Applying Taxes

Lesson Objectives



After completing this lesson, you will be able to:

• Enter taxes

Lesson 7: Applying Cash Discounts

Lesson Objectives

After completing this lesson, you will be able to:

• Enter cash discount information

Lesson 8: Entering Invoices in Foreign Currencies

Lesson Objectives

After completing this lesson, you will be able to:

• Post an invoice in foreign currency

Lesson 9: Creating Invoices for Purchase Orders with Account Assignment

Lesson Objectives

After completing this lesson, you will be able to:

• Enter an invoice for a purchase order with account assignment

Lesson 10: Entering Invoices for a Blanket Purchase Order

Lesson Objectives

After completing this lesson, you will be able to:

Enter invoices for a blanket purchase order

UNIT 2 Variances and Invoice Block

Lesson 1: Entering Invoices with Variances

Lesson Objectives

After completing this lesson, you will be able to:

• Enter invoices with variances

Lesson 2: Use Further Blocking Reasons

Lesson Objectives

After completing this lesson, you will be able to:

• Use further blocking reasons

Lesson 3: Reducing Invoices

Lesson Objectives

After completing this lesson, you will be able to:

• Reduce an invoice

Lesson 4: Handling of Variances Without Reference to an Item

Lesson Objectives

After completing this lesson, you will be able to:

• Post an invoice with a tolerated variance

Lesson 5: Releasing Blocked Invoices

Lesson Objectives

After completing this lesson, you will be able to:

• Release blocked invoices



UNIT 3 Subsequent Debit/Credit, Delivery Costs, and Credit Memos

Lesson 1: Entering Subsequent Debits/Credits

Lesson Objectives

After completing this lesson, you will be able to:

• Enter subsequent debit

Lesson 2: Entering Delivery Costs

Lesson Objectives

After completing this lesson, you will be able to:

- Enter planned delivery costs
- Enter unplanned delivery costs

Lesson 3: Entering Invoices Without Reference to a Purchase Order

Lesson Objectives

After completing this lesson, you will be able to:

• Enter an invoice without reference to a purchase order

Lesson 4: Handling Credit Memos and Reversals

Lesson Objectives

After completing this lesson, you will be able to:

- Enter a credit memo
- Cancel an invoice



UNIT 4

Automated Processes in Invoice Verification

Lesson 1: Executing Invoice Verification in the Background

Lesson Objectives

After completing this lesson, you will be able to:

• Enter invoices for invoice verification in the background

Lesson 2: Performing Receipt Settlements

Lesson Objectives

After completing this lesson, you will be able to:

Create invoices automatically from goods receipt data

Lesson 3: Performing Further Automatic Settlements

Lesson Objectives

After completing this lesson, you will be able to:

- Execute supplier consignment settlement
- Execute an invoicing plan settlement





UNIT 5 **GR/IR Account Maintenance**

Lesson 1: Performing GR/IR Account Maintenance

Lesson Objectives

After completing this lesson, you will be able to:

• Use the classic GR/IR account maintenance functions

Lesson 2: Using Fiori Apps for GR/IR Reconciliation

Lesson Objectives

After completing this lesson, you will be able to:

Use SAP S/4HANA specific apps for GR/IR reconciliation



UNIT 6 Invoice Verification - Further Customizing

Lesson 1: Adjusting Further Customizing Settings in Invoice Verification

Lesson Objectives

After completing this lesson, you will be able to:

• Adjust further customizing settings in invoice verification



UNIT 7 Invoice Verification - Additional Topics

Lesson 1: Using Further Functions in Invoice Verification

Lesson Objectives

After completing this lesson, you will be able to:

- Post invoices for purchase orders with down payments
- Post invoices for purchase orders with security retention
- Handle invoices with contract reference

