

SCM515

Invoice Verification

COURSE OUTLINE

Course Version: 15

Course Duration: 3 Day(s)

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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	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Super / Key / Power User

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
- Use different types of invoice verification

Lesson 3: Parking of Documents

Lesson Objectives

After completing this lesson, you will be able to:

- Park an invoice
- Explain the attributes of prepayment

Lesson 4: Applying Taxes, Cash Discounts, and Foreign Currencies

Lesson Objectives

After completing this lesson, you will be able to:

- Enter taxes
- Enter cash discount information
- Post an invoice in foreign currency

Lesson 5: 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
- Enter an invoice for a blanket purchase order

Lesson 1: Entering Invoices with Variances and Handling of Blocking Reasons

Lesson Objectives

After completing this lesson, you will be able to:

- Enter invoices with variances
- Block an invoice manually

Lesson 2: Reducing Invoices

Lesson Objectives

After completing this lesson, you will be able to:

- Reduce an invoice

Lesson 3: 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 4: Releasing Blocked Invoices

Lesson Objectives

After completing this lesson, you will be able to:

- Release blocked invoices

Lesson 1: Entering Subsequent Debits/Credits

Lesson Objectives

After completing this lesson, you will be able to:

- Enter a 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

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 Automatic Settlements

Lesson Objectives

After completing this lesson, you will be able to:

- Create invoices automatically from goods receipt data
- Execute a vendor consignment settlement
- Execute an invoicing plan settlement
- Describe the EDI process

Lesson 1: Performing GR/IR Account Maintenance

Lesson Objectives

After completing this lesson, you will be able to:

- Use GR/IR account maintenance functions

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

Lesson 1: Executing Invoice Verification for Services

Lesson Objectives

After completing this lesson, you will be able to:

- Execute invoice verification for services

Lesson 2: Using New 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
- Use new system messages
- Handle invoices with contract reference