AR540: SAP Ariba Procurement: Invoicing

Course Outline

Course announcements

This course introduces the features and functions of the SAP Ariba on Demand Invoice Management. Through hands on labs and exercises, students learn how to enter and reconcile invoices. Configuration for automatic reconciliation, exception handling, and manual reconciliation are also discussed in the course. The course also covers how invoices and payments are processed. Additionally, students learn about some of the core responsibilities and tasks performed by SAP Ariba administrators.

Course Duration

1 Day

Delivery Format

Classroom, Virtual Live Classroom, Hybrid

Course Fee

Please contact us for details

Goals

This course will prepare you to:

- Introduction to SAP Ariba Invoice Management
- Managing paper invoices
- PO-based electronic, Contract-based, Non-PO invoices and Credit Memo features
- The approval process including approving invoices using email notifications, and other approval features
- Invoice Reconciliation options
- OK2Pay and Remittance
- Searching for invoice status investigation and running pre-packages invoice specific reports New Features

Audience

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User
- Technology Consultant
- Trainer
- User

Content

- Introduction
- Paper Invoices
- Electronic Invoices
- Service Invoices
- Contract-based Invoices
- Non-PO Invoices
- Credit Memos
- Invoice Approval
- Invoice Reconciliation
- OK2Pay and Remittance
- Searching and Reporting
- Invoice Conversion Service