Perform Invoice Verification

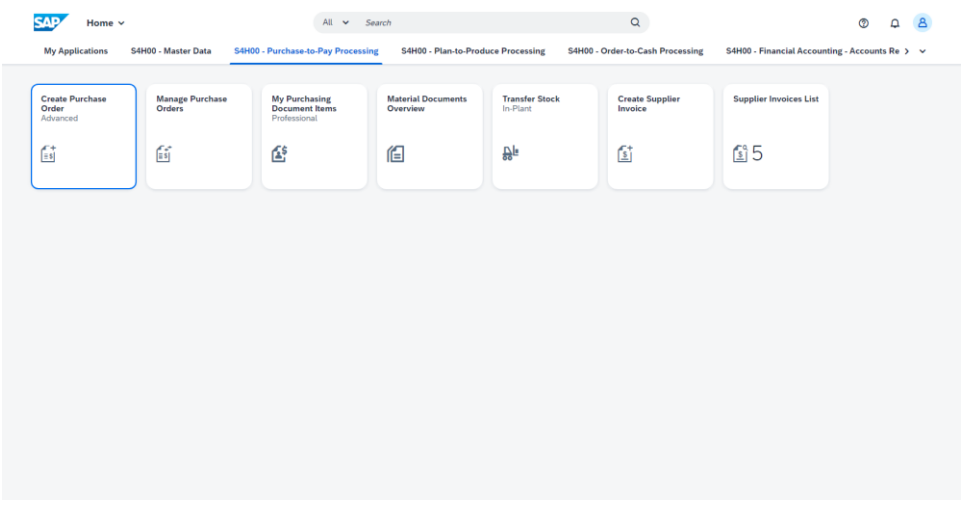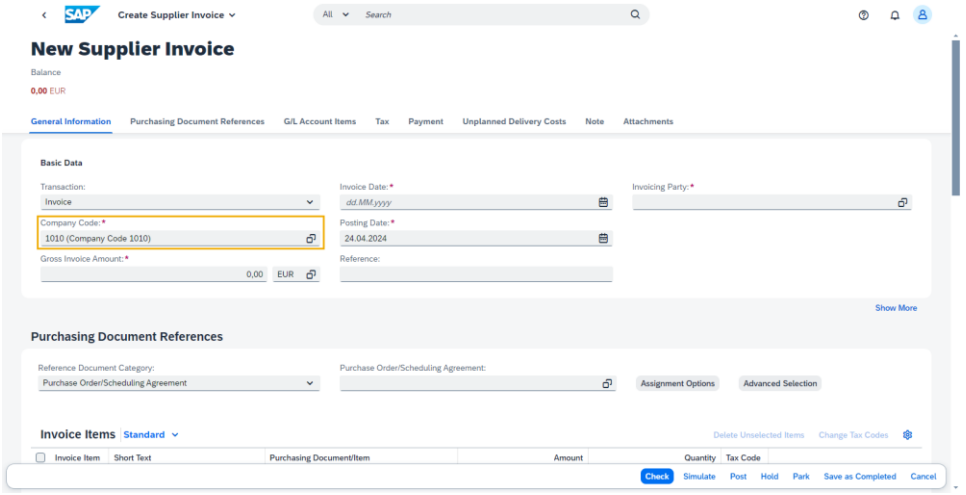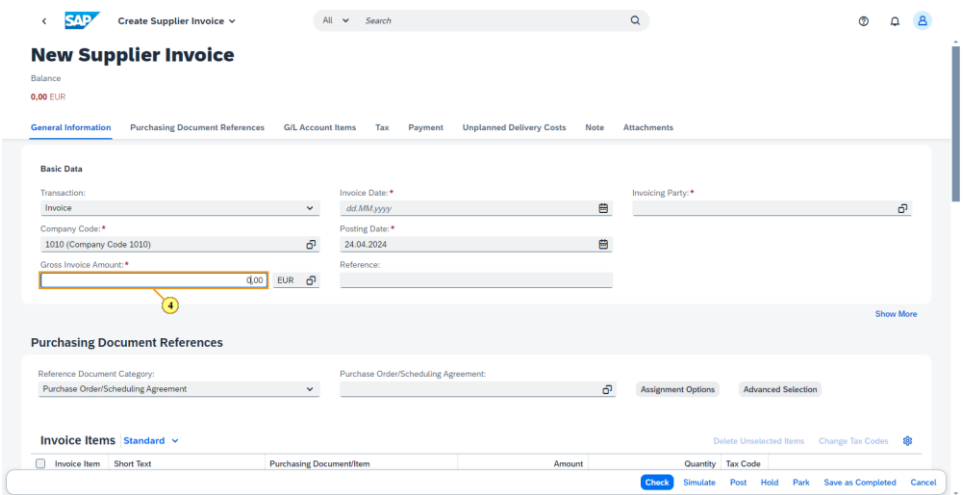| Explanation	Screenshot
(i) To learn more about how to perform invoice verification, follow this interactive tutorial.	
(i) In the following steps, you will use the integrated search functionality to find all objects for the material.	
1. In the *Search* field, enter **T-R501** and press Enter.	

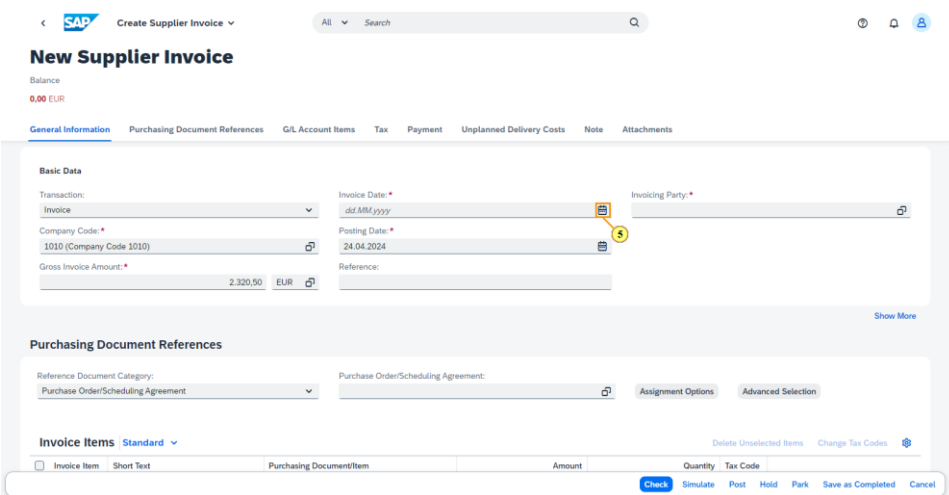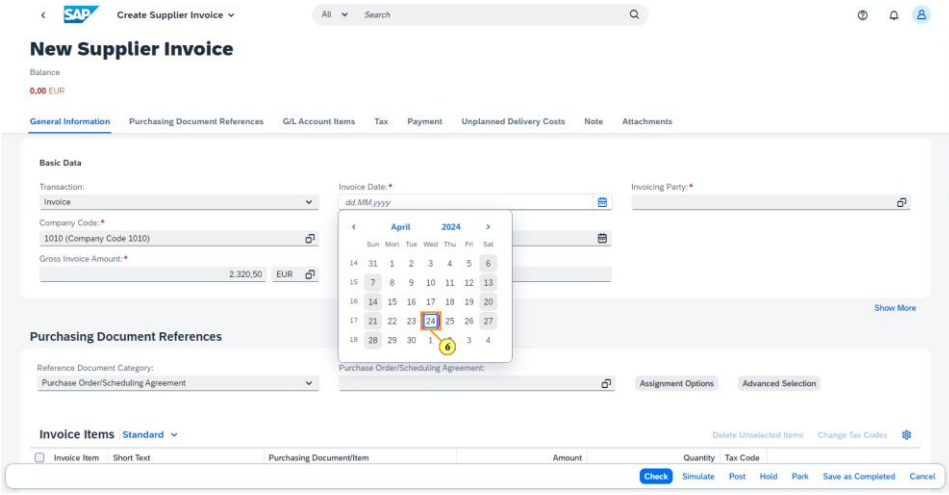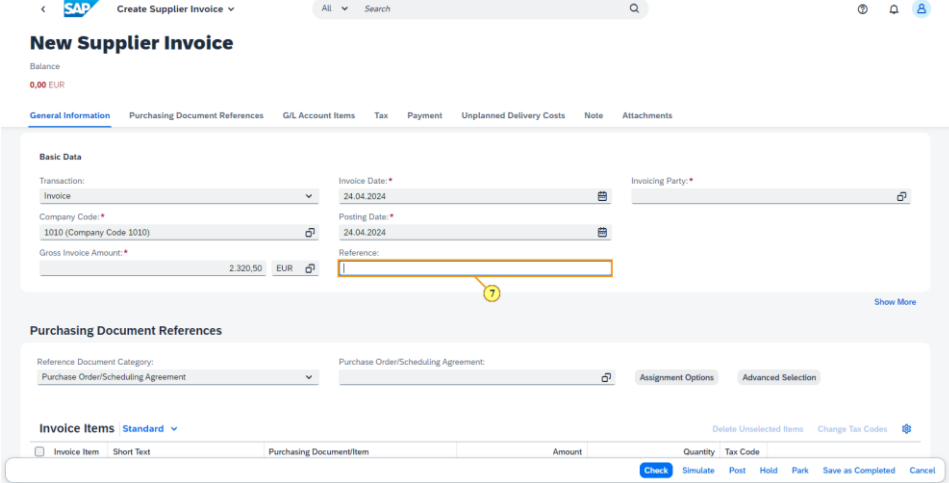| Explanation	Screenshot
2. Choose *Purchase Orders.*	
ⓘ You can now note the document number of your purchase order for supplier T-AV01.	
3. To return to the launchpad, choose *SAP.*	

Explanation	Screenshot
ⓘ In the following steps, you will create a supplier invoice.	
ⓘ The *Company Code* has already been entered.	
4. In the *Gross Invoice Amount* field, enter **232050**.	

Explanation	Screenshot
5. Open the date picker and select the date.	
6. Choose *24*.	
7. In the *Reference* field, enter **INV01**.	

Explanation	Screenshot
8. In the *Invoicing Party* field, enter **T-AV01** and press Enter.	
9. To display additional information, select the scroll bar to scroll down.	
10. In the *Purchase Order/Scheduling Agreement* field, enter **4500000061**.	

Explanation	Screenshot
ⓘ The *Quantity* and *Tax Code* have been entered for you.	
11. Choose *Simulate*.	
12. Choose *Post*.	

Explanation	Screenshot
13. Choose *No.*	
(i) In the following steps, you will check whether the invoice is blocked.	
14. To open the app, select the *Supplier Invoices List* tile*.*	

Explanation	Screenshot
15. In the *Invoicing Party* field, enter **T-AV01** and press Enter.	
16. Choose *Go.*	
17. In the *Reference* field, enter **INV01** and press Enter.	

Explanation	Screenshot
18. Choose *Go.*	
ⓘ You can now see that the invoice is not blocked.	
19. To return to the launchpad, choose *SAP.*	

Explanation	Screenshot
(i) You have successfully performed invoice verification. This concludes the interactive tutorial.	