

Duplicate Invoice Check

In this video, we will explore the
Logistics Invoice Verification process

SAP S/4HANA Sourcing and Procurement (Configuration and End-User)



Business Scenario

- The Procurement Team wants to know how to activate duplicate check for the invoice if a Vendor mistakenly sends an invoice twice



- The SAP system provides the duplicate invoice check functionality that prevents incoming invoices from being accidentally entered and paid more than once
- To set up this functionality, go to **Display IMG -> Materials Management -> Logistics Invoice Verification -> Incoming Invoice -> Set Check for Duplicate Invoices**
- For each company code, select whether to activate or deactivate the check criteria for the company code, reference document number, and invoice date
- The system will check for duplicate invoices only for the selected criteria
- The Supplier master needs to be updated with “Check Double Invoice” checkbox

Holding and Parking Documents

In the context of SAP S/4HANA, holding and parking documents are used in the Logistics Invoice Verification process.

SAP S/4HANA Sourcing and Procurement (End-User)



Business Scenario

- The Procurement Team wants to know the options to save the invoice document without being posted as some information or data may be missing or incomplete or not yet confirmed to post an invoice