multisoft Systems

OpenText Vendor Invoice Management (VIM)

COURSE CONTENT

GET IN TOUCH

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About Multisoft

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About Course

OpenText Vendor Invoice Management (VIM) Training provides practical knowledge for automating invoice processing within SAP environments. The course covers invoice capture, document validation, workflow automation, exception management, SAP FI/MM integration, reporting, administration, and operational best practices. Through practical implementation exercises and real-world business scenarios, participants gain the skills required to support efficient, compliant, and scalable accounts payable operations.

Module 1: Introduction to OpenText Vendor Invoice Management

- ✓ OpenText VIM Overview
- ✓ Accounts Payable Automation
- ✓ Invoice Processing Lifecycle
- ✓ Business Benefits
- ✓ VIM Components
- ✓ Enterprise Use Cases
- ✓ SAP Integration Overview

Module 2: OpenText VIM Architecture and SAP Integration

- ✓ VIM Architecture
- ✓ SAP ERP Integration
- ✓ SAP S/4HANA Integration
- ✓ Component Overview
- ✓ System Landscape
- ✓ Technical Architecture
- ✓ Data Flow
- ✓ Deployment Considerations

Module 3: Invoice Capture and OCR Processing

- ✓ Invoice Capture Methods
- ✓ OCR Fundamentals
- ✓ Intelligent Data Extraction

- ✓ Document Classification
- ✓ Invoice Registration
- ✓ Image Processing
- ✓ Document Import
- ✓ Capture Validation

Module 4: Document Validation and Business Rules

- ✓ Invoice Validation
- ✓ Duplicate Invoice Checks
- ✓ Business Rule Configuration
- ✓ Data Verification
- ✓ Vendor Validation
- ✓ PO and Non-PO Validation
- ✓ Tolerance Checks
- ✓ Validation Best Practices

Module 5: Invoice Processing Workflow

- ✓ Document Processing Lifecycle
- ✓ Workflow Configuration
- ✓ Invoice Routing
- ✓ Processing Status
- ✓ Approval Levels
- ✓ Task Management
- ✓ Process Monitoring
- ✓ Workflow Optimization

Module 6: Exception Handling and Process Management

- ✓ Exception Categories
- ✓ Invoice Blocking
- ✓ Error Resolution
- ✓ Process Recovery
- ✓ Manual Intervention
- ✓ Escalation Rules
- ✓ Exception Monitoring
- ✓ Operational Best Practices

Module 7: Approval Management and Accounts Payable Processing

- ✓ Approval Workflows
- ✓ Role-Based Approvals
- ✓ Invoice Verification
- ✓ Financial Posting
- ✓ SAP Accounts Payable Integration
- ✓ Payment Readiness
- ✓ Approval Audit Trail
- ✓ Compliance Controls

Module 8: SAP Integration and Financial Processing

- ✓ SAP FI Integration
- ✓ SAP MM Integration

- ✓ Purchase Order Matching
- ✓ Goods Receipt Verification
- ✓ General Ledger Posting
- ✓ Cost Center Assignment
- ✓ Financial Document Processing
- ✓ Integration Best Practices

Module 9: Reporting, Analytics, and Monitoring

- ✓ Standard Reports
- ✓ Operational Dashboards
- ✓ Invoice Analytics
- ✓ Processing KPIs
- ✓ Workflow Reports
- ✓ Exception Reports
- ✓ Performance Monitoring
- ✓ Business Insights

Module 10: Administration, Security, and Configuration

- ✓ User Administration
- ✓ Authorization Management
- ✓ System Configuration
- ✓ Organizational Structure
- ✓ Configuration Parameters
- ✓ Security Settings
- ✓ Audit Trail

- ✓ Administration Best Practices

Module 11: Performance Optimization and Troubleshooting

- ✓ Performance Monitoring
- ✓ System Optimization
- ✓ Workflow Optimization
- ✓ Error Analysis
- ✓ Troubleshooting Techniques
- ✓ Log Analysis
- ✓ Maintenance Activities
- ✓ Operational Best Practices

Module 12: End-to-End OpenText VIM Implementation Project

- ✓ Business Requirement Analysis
- ✓ Invoice Capture Configuration
- ✓ OCR Processing Setup
- ✓ Workflow Design
- ✓ Approval Configuration
- ✓ SAP Integration
- ✓ Financial Posting
- ✓ Reporting Configuration
- ✓ User Testing
- ✓ Final Enterprise Implementation Project