

# Coupa Invoice Management and Reporting Training



The Coupa Invoice Management and Reporting Training Course is designed by Coupa and is being taught by certified practitioners from the Jabil procurement team. This course is ideal for Accounts Payable and Finance team members and professionals involved in invoice management. This two-day course will provide users with the knowledge and skills to navigate the intricacies of invoice management within the Coupa platform.

## LEARNING OBJECTIVES AND TOPICS COVERED

- Convert purchase orders into invoices for streamlined financial transactions while maintaining accuracy
- Configure Coupa's invoice workflow settings
- Handle PO-Invoice-Receipt mismatches
- Interpret invoice statuses and system labels
- Manage credit notes and invoice disputes
- Submit invoices through various channels in Coupa
- Optimize efficiency and compliance for E-Voicing
- Navigate the entire invoice workflow, from creation to payment approval
- Utilize the invoice feature for efficient management



## 2 - Day Course

[Click here to see dates.](#)

**Cost:** \$2,400 per person

**Format:** Virtual or In-Person

**Languages:** English (and Spanish upon request)

First come, first served.

Option to purchase additional support hours after course completion.

Options available for dedicated/individualized courses:

- Buy out a whole class for your company
- Jabil trainers can come to you

## Course Completion

Upon completion there will be an Invoice Management and Reporting Certification Exam that participants must complete and pass to receive credential and a digital badge to display on social media platforms.

